Touch Cash Register Software
User Manual

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This specification is to change without prior notice, the latest version please contact our company directly.

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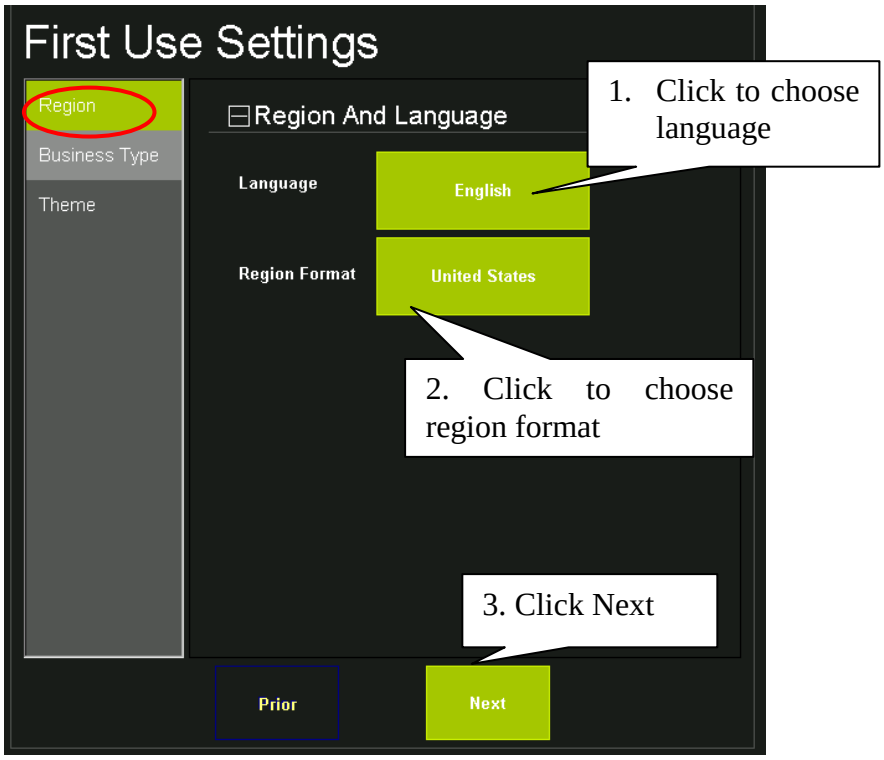
1. The application of Touch Cash Register Software

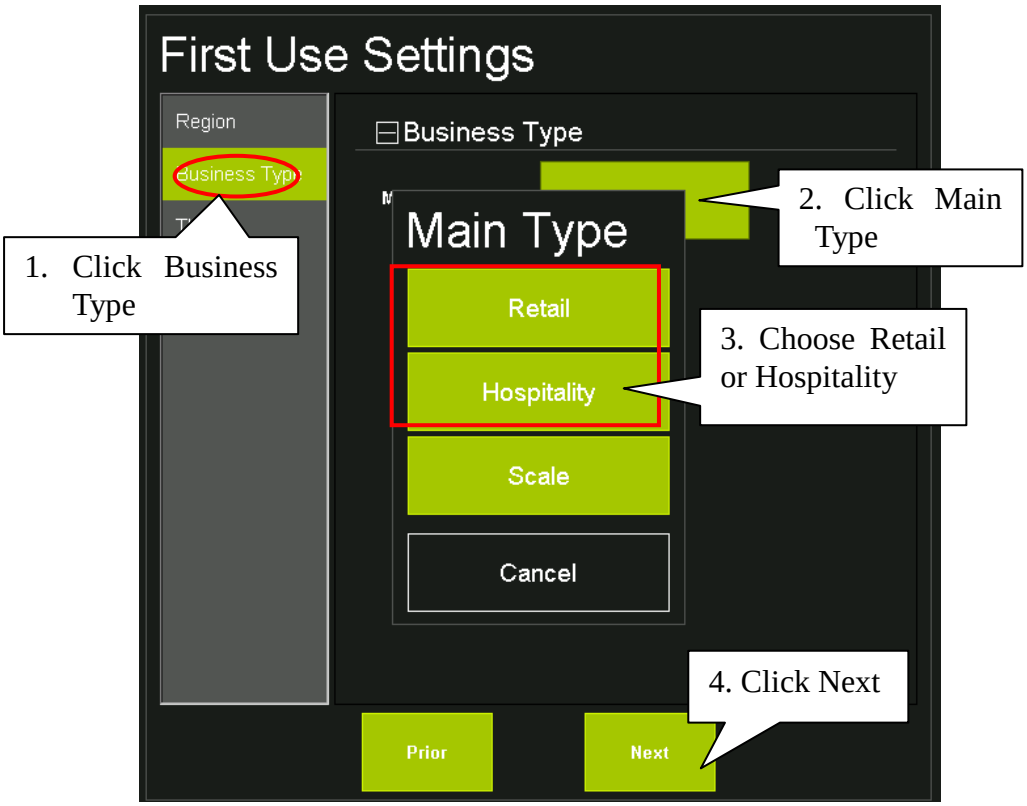
1.1. Installation

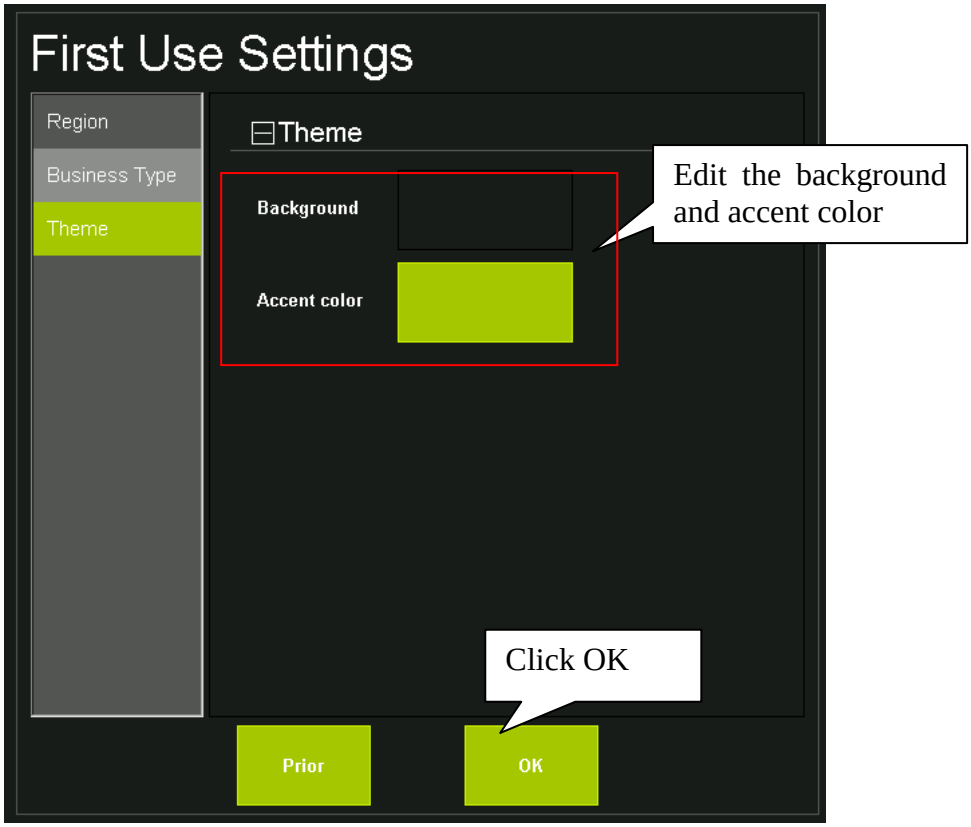
The steps of first using settings:

1. Choose language and region format

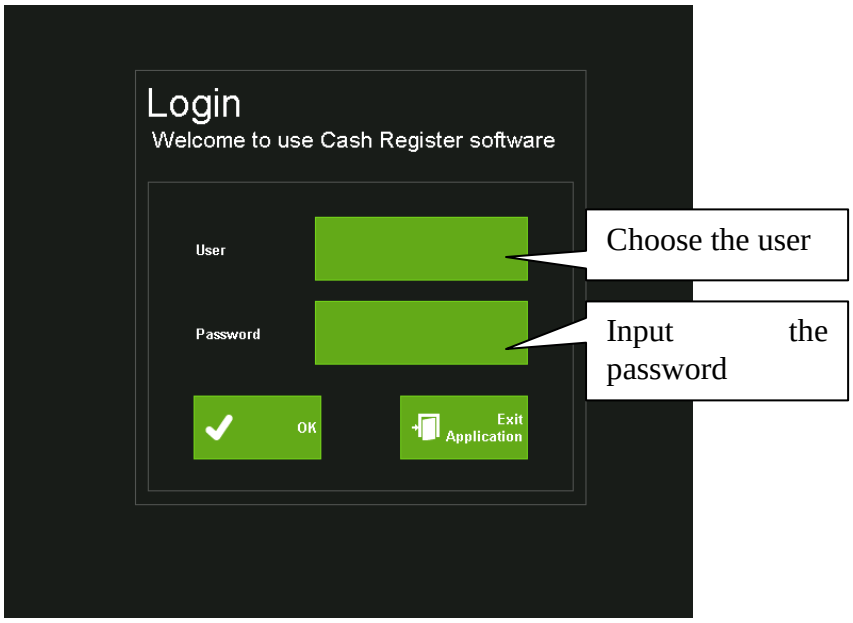


2. Choose busniess type




First Use Settings
Region
Business Type
Theme
Theme
Background
Accent color
Edit the background and accent color
Click OK
Prior
OK

1.2. Login


Login
Welcome to use Cash Register software
User
Password
OK
Exit Application
Choose the user
Input the password

1.3. Start Page

Description:

1. P0S: click it to enter sales interface.
2. Change Password: click it to change the password.
3. Daily Report: click it to enter, and you can search daily report by date, employee name or machine ID, then print view or print the report.
4. Attendance: click it to register staff's attendance. Click clock-in for work registration, and click clock-out for off-work.
5. Back Office: click it to enter back office interface. It contains of basic, promotion, stock, report, and maintain information.
6. Parameters: click it to set parameters.
7. Exit: click it to exit application.

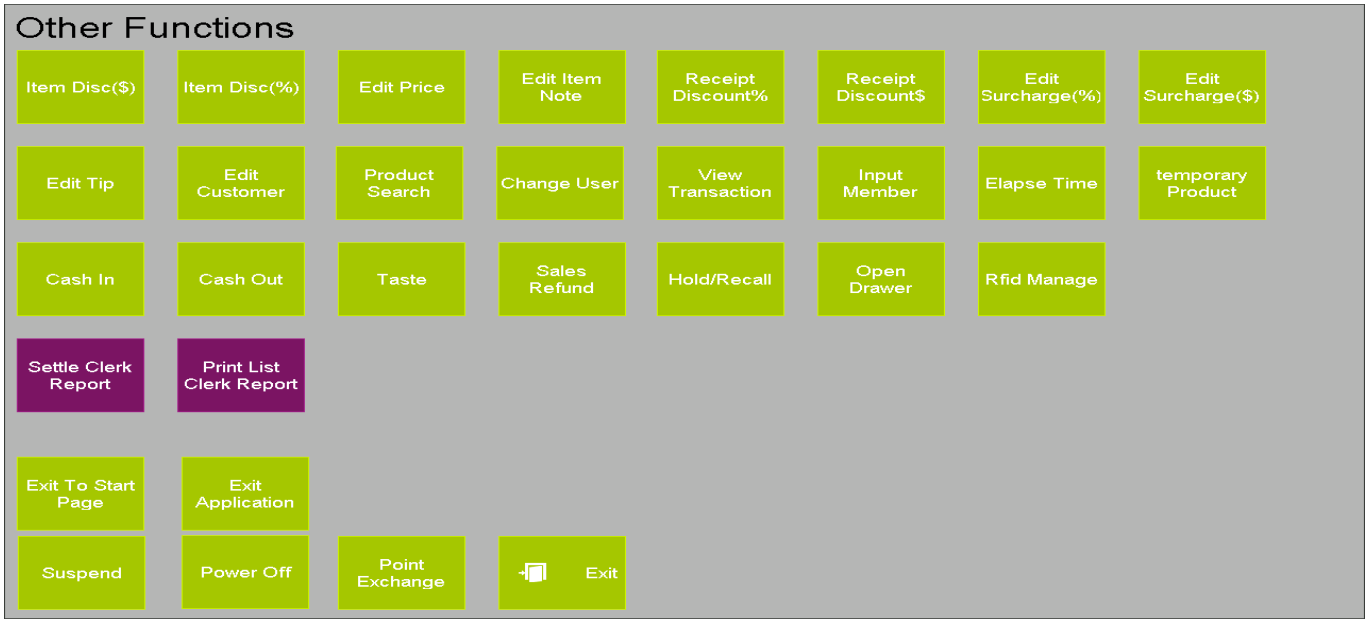
2. Retail Version

2.1. POS Interface

POS interface is used for sale and collecting money. It is the main interface of the system as well. Click “POS” to enter the following interface

1) Commodity items: Click the pictures of commodity that customers will pay.
   Note: the PLUs showed on the touch panel are frequently-used or without barcode.
2) Number buttons: Click number buttons to change the number of selected commodity, the price of commodity, item discount, receipt discount and tip etc.
3) Hold/Recall: Click to save unpaid bill first, when you click again ,you can see this bill agin so that you can pay the bill.
4) Void Item: Click to delete the commodity that you
5) Edit Quantity: Click it to change the quantity of selected commodity.
   a. Select the commodity you want to change in the PLU list→ click < Edit Quantity >→input number
   b. Select the commodity you want to change in the PLU →list Input number → click < Edit Quantity >
   For example, a customer wants to buy 3 apples: click the apple in the PLU list→input number 3→click <Edit Quantity>. Or click the apple in the PLU list→ click <Edit Quantity>→ input number 3
6) Edit Price: Click it to change the price of selected commodity. For example, a customer selected a mango， its original cost is $1.5, but now it only costs $1: click the mango in the PLU list→ input number1 →click <Edit Price>. Or click the mango in the PLU list → click <Edit Price>→ input number1
7) Cash: Click it to pay the bill by cash. For example, the commodity a customer has selected costs $25, and he pays $50: click number 50→click <Cash> (if he pays the bill by credit card, click <Credit Card> instead), then the printer will print the bill.
8) Open Drawer: Click it to open the cash drawer.
9) Void Item: Click it to delete selected row item.

10) Void All Items: Click it to delete all items.
Note: tick "Parameter Settings→ Common→Record void or all void data", then the deleted PLU data will be recorded if you delete items.
11) Edit Note: Click it to edit notes to all items. Select all items⟶ click <Edit Note> ⟶ input notes.
12) ⇩ ⇧: Click them to select items.
13) Exit: click it to exit POS interface to return to start page.
14) Other Payment Methods： Click it to choose other payment methods: 000 Cash, 001 Credit Card, 002EFTPOS.
15) Other Functions: Click it you'll get into another interface and there are function buttons like below:



a) Item Discounts$: Click it to decrease one item's price.
b) Edit Item Note: Click it to edit notes to the item selected. Select an item⟶click <Other Function>⟶click <Edit Item Note> ⟶ input notes.
c) Receipt Discount%: Click it to discount the receipt by percents. Input number 8⟶ click <Other Function> ⟶click <Receipt Discount %>. Or click <Other Function> ⟶click <Receipt Discount %>⟶ input number.
d) Receipt Discount$: Click it to discount the receipt by certain amount.
e) Edit Surcharge%: Click it to edit surcharge by percents.
f) Edit Surcharge$: Click it to edit surcharge by certain amount.
g) Edit Tip: Click it to edit tip to the receipt.
h) Edit Customer: click it to edit the amout of customer hold.
i) Product Search: Click it to search the product by code, barcode, stock etc.
j) Change User: Click to change other users to login in.
k) View Transaction: Click to view the transaction detail information. You can search by bill No., invoice No. or date etc, and then print or print view it. And click [cancel] to exit.
l) Input Member: Click it to input member card No..
m) Elapse Time: click it to search elapse time.
n) Temporary Product: click it to edit temporary product.
o) Cash In and Out： Click it to edit cash incoming and outgoing amount at the moment of non-transaction.
p) Sales Refund: click it to return the commodity that has been sold.
q) Exit to Start Page: click it to return to start page.
r) Exit Application: click it to exit program window.
s) Hold/ Recall: Click it to hold the bill without payment. And click it to recall the bill to make a payment.
t) Open Drawer: Click it to open drawer.

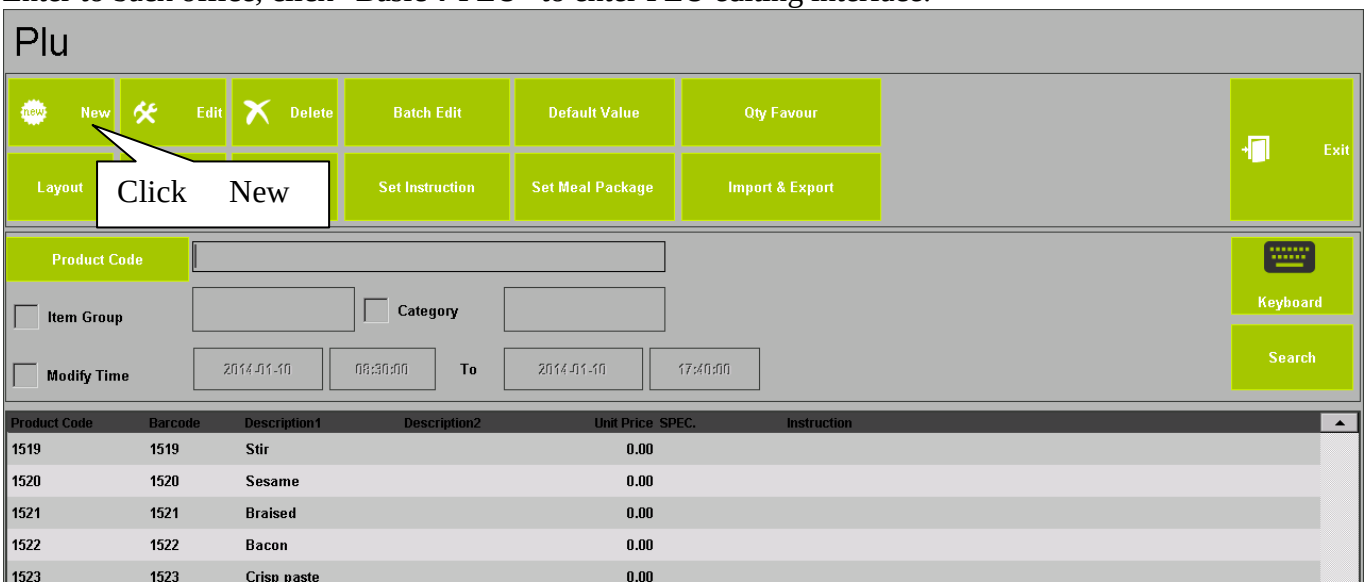
u) Suspend: Click it to suspend the machine.
v) Power off: Click it to power off the machine.
w) Point Exchange: click it to exchange commodity with member points.

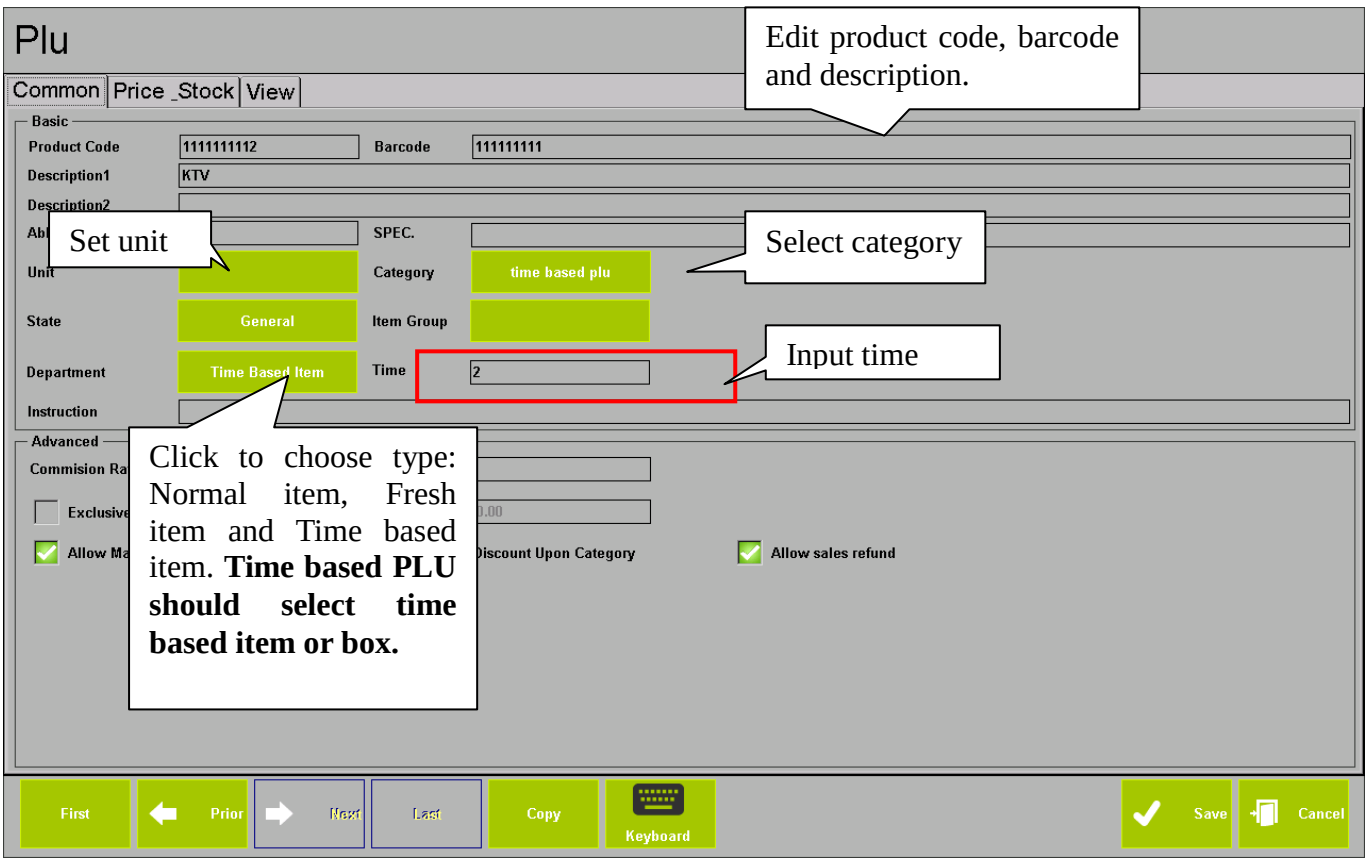
2.1.1. Temporary Product

If the PLU is not in the menu and the customer needs this PLU, you can set temporary product.
Click “Other Function→Temporary Product” to edit temporary product:

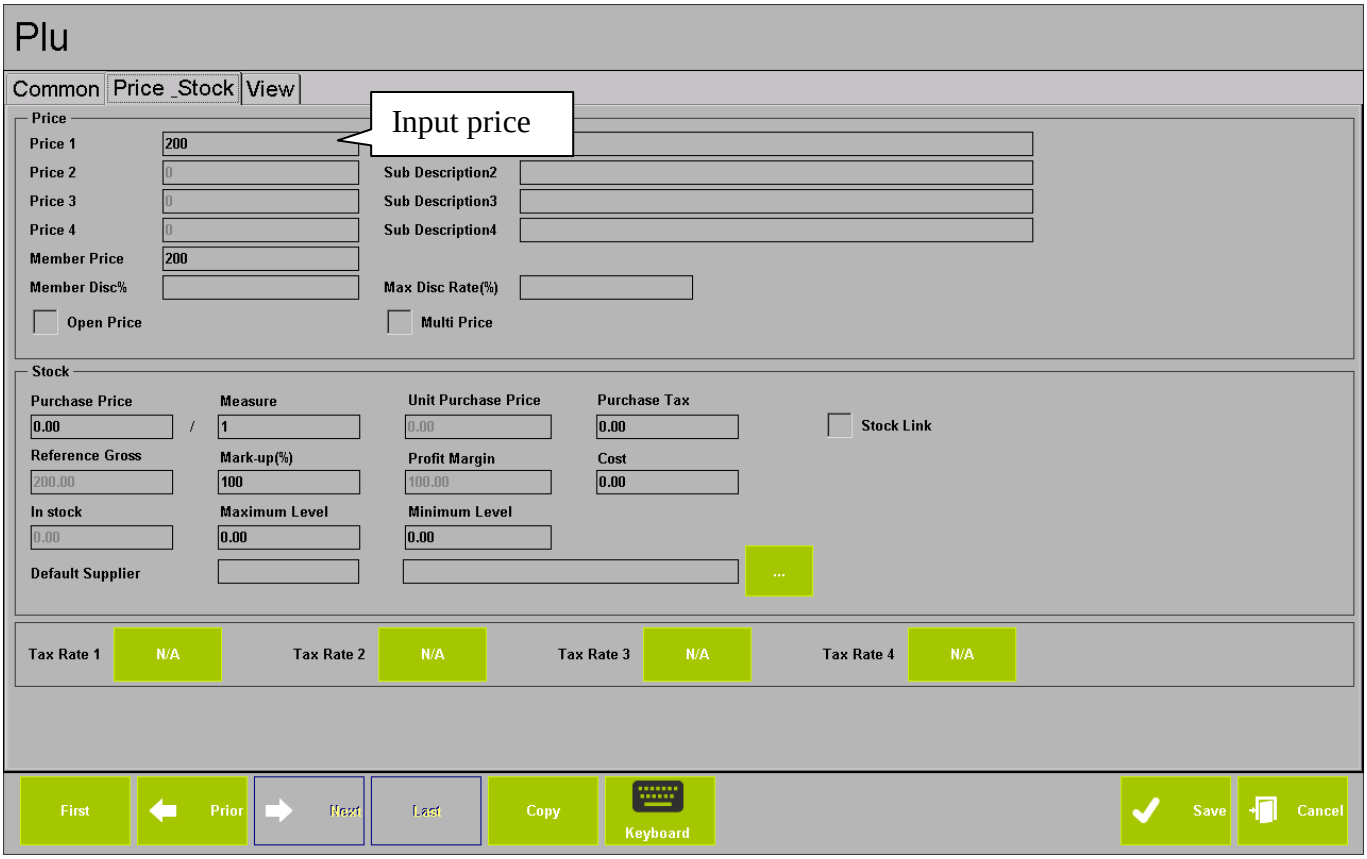
2.1.2. Time Based PLU Sales

The PLUs are sold by time. First time based PLU should be set. The steps are as below:
Enter to back office, click “Basic→PLU” to enter PLU editing interface:

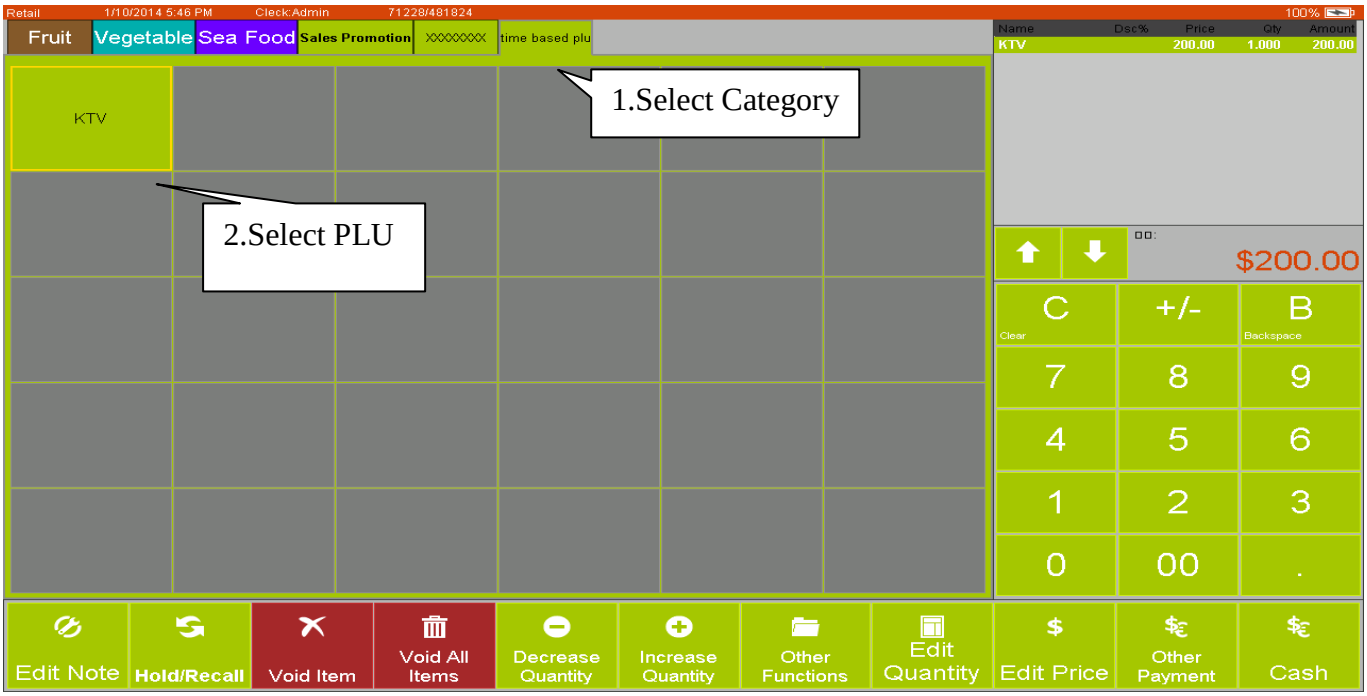




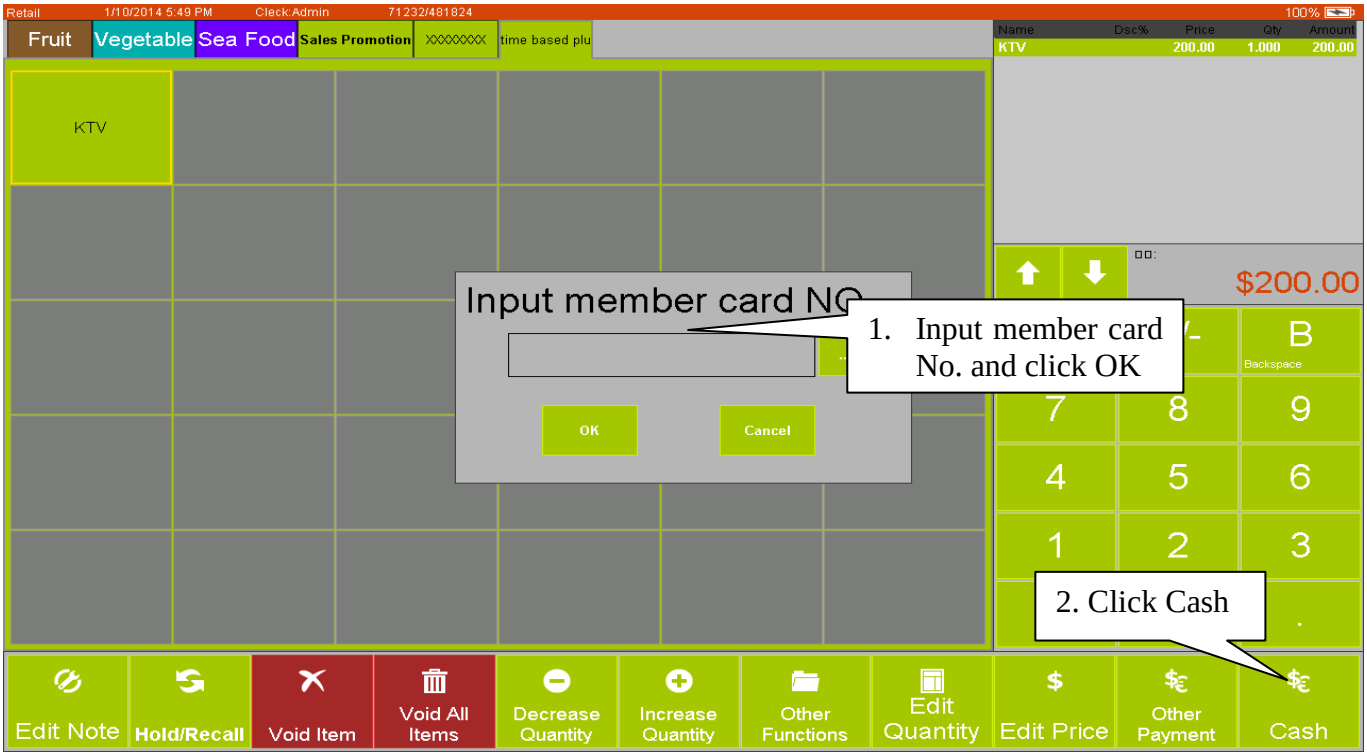
Set price, other information can be set as needed.

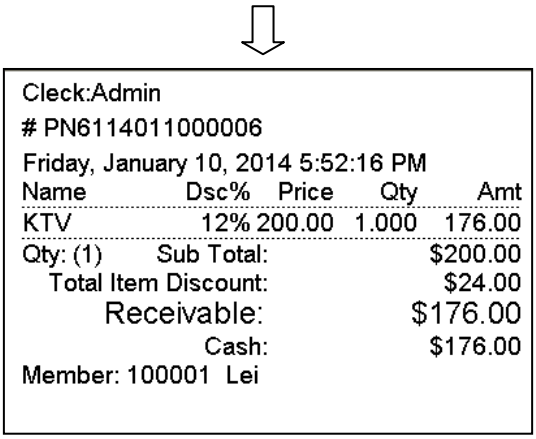


So it finished set time based PLU. Then come to POS interface:



Click “Other Function→Input Member”:



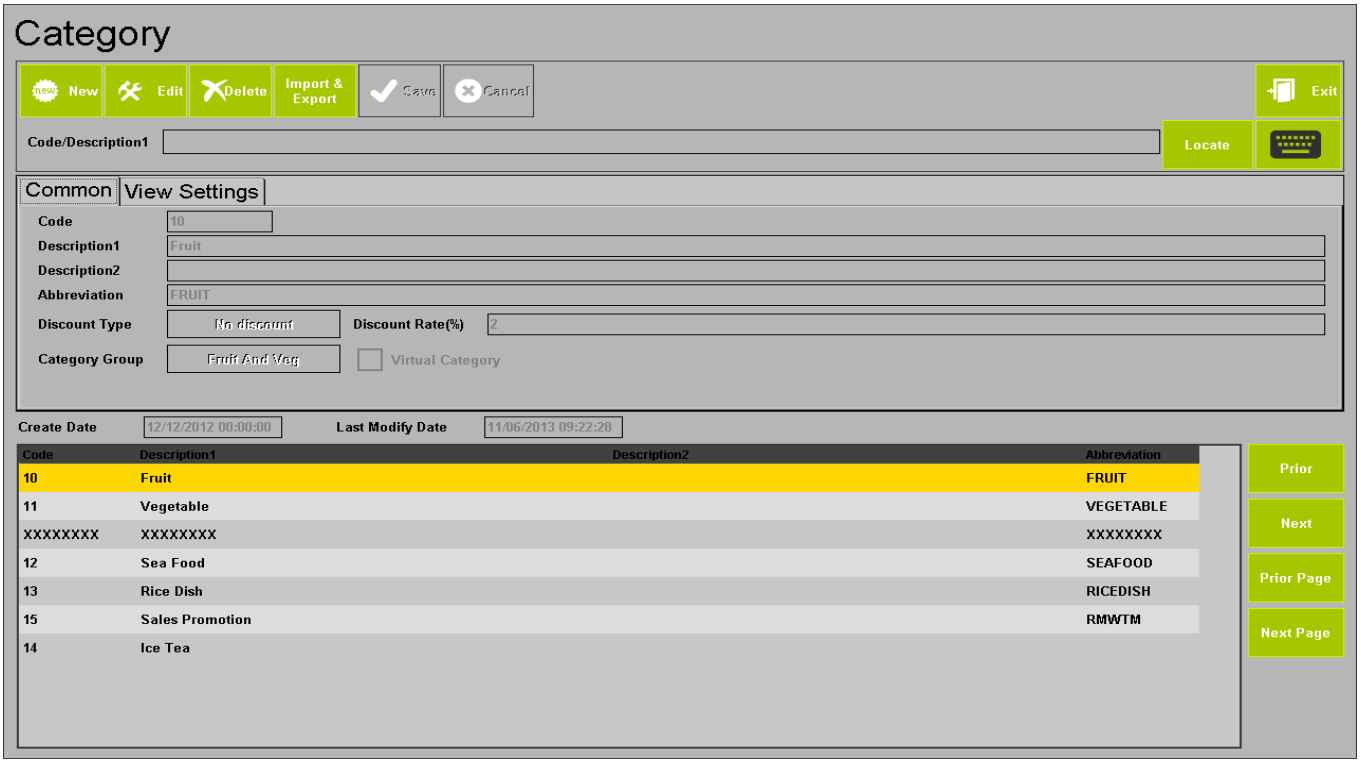


2.2. Basic interface

Click “Back Office→Basic” to enter the following interface.

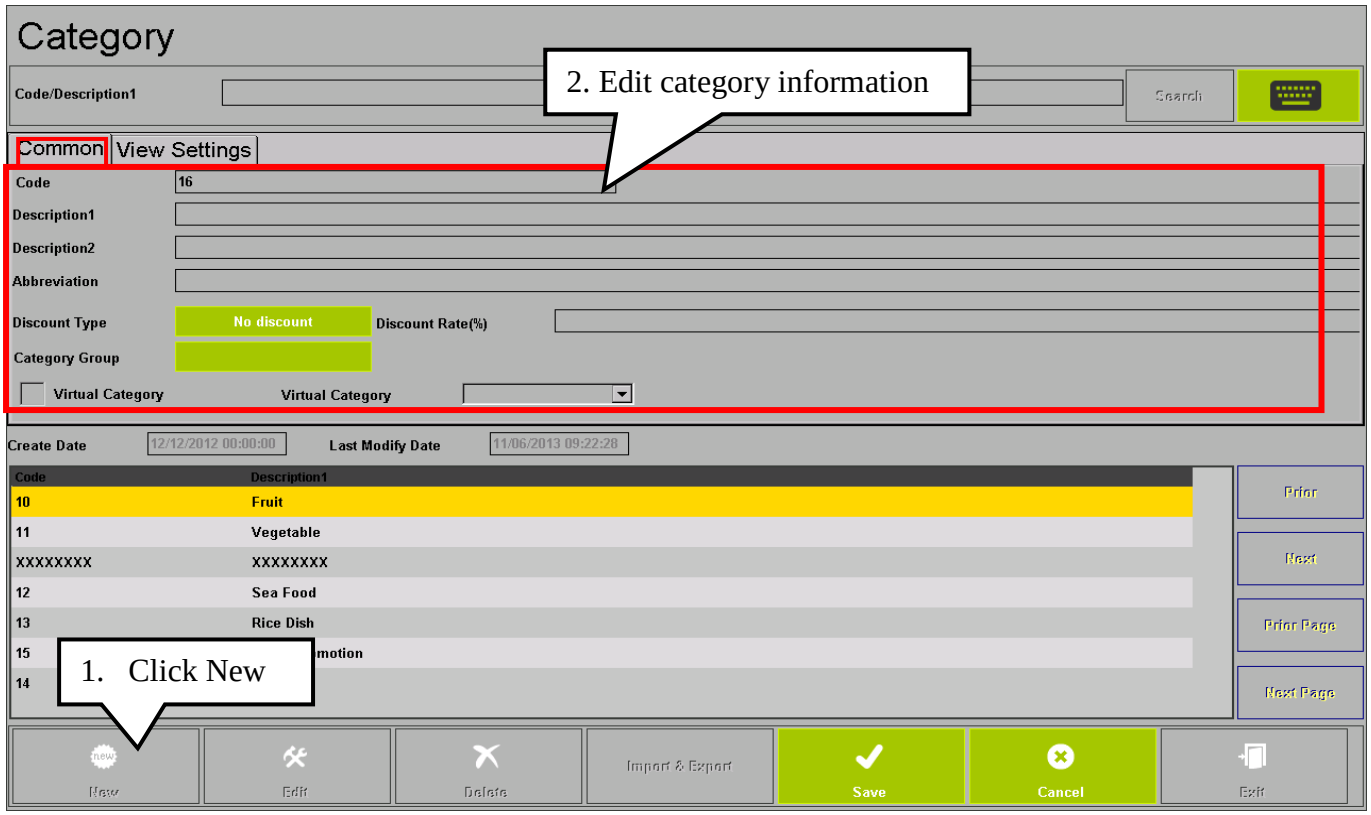
2.2.1. Edit Category

Enter to back office interface and click "Basic→Category" to add, edit, delete and import& export category. The steps of adding category are as following:

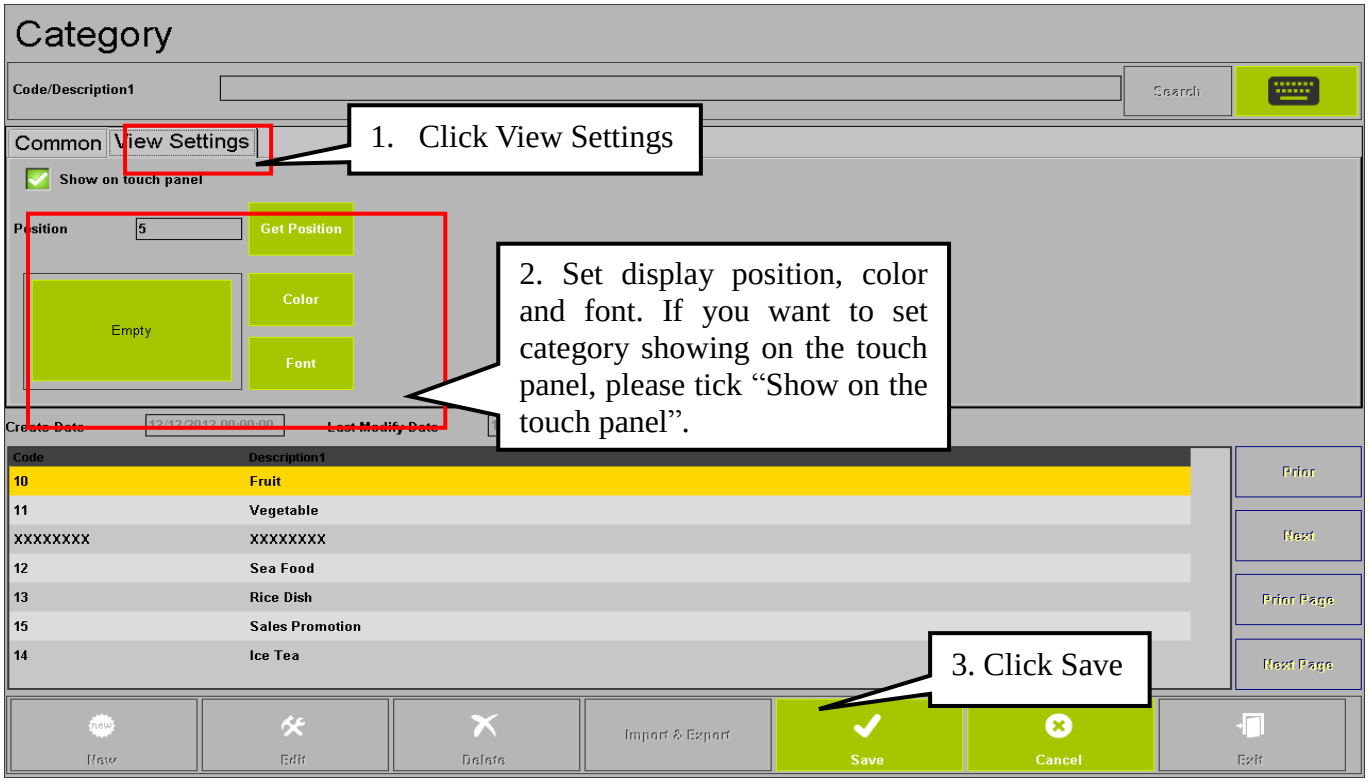


◆ **Add new category**，Please click "New".

First step: Common setting

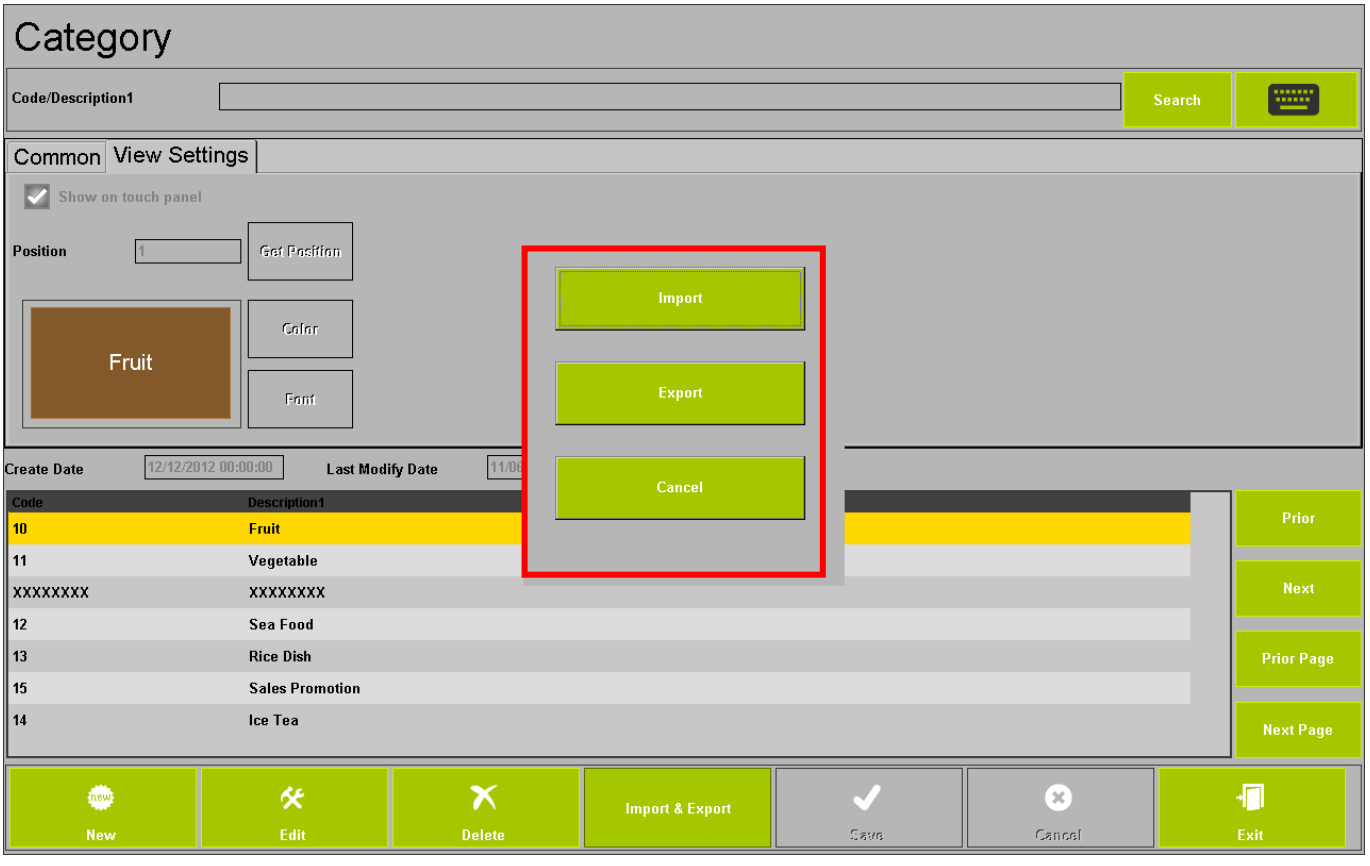


Second step: View Settings

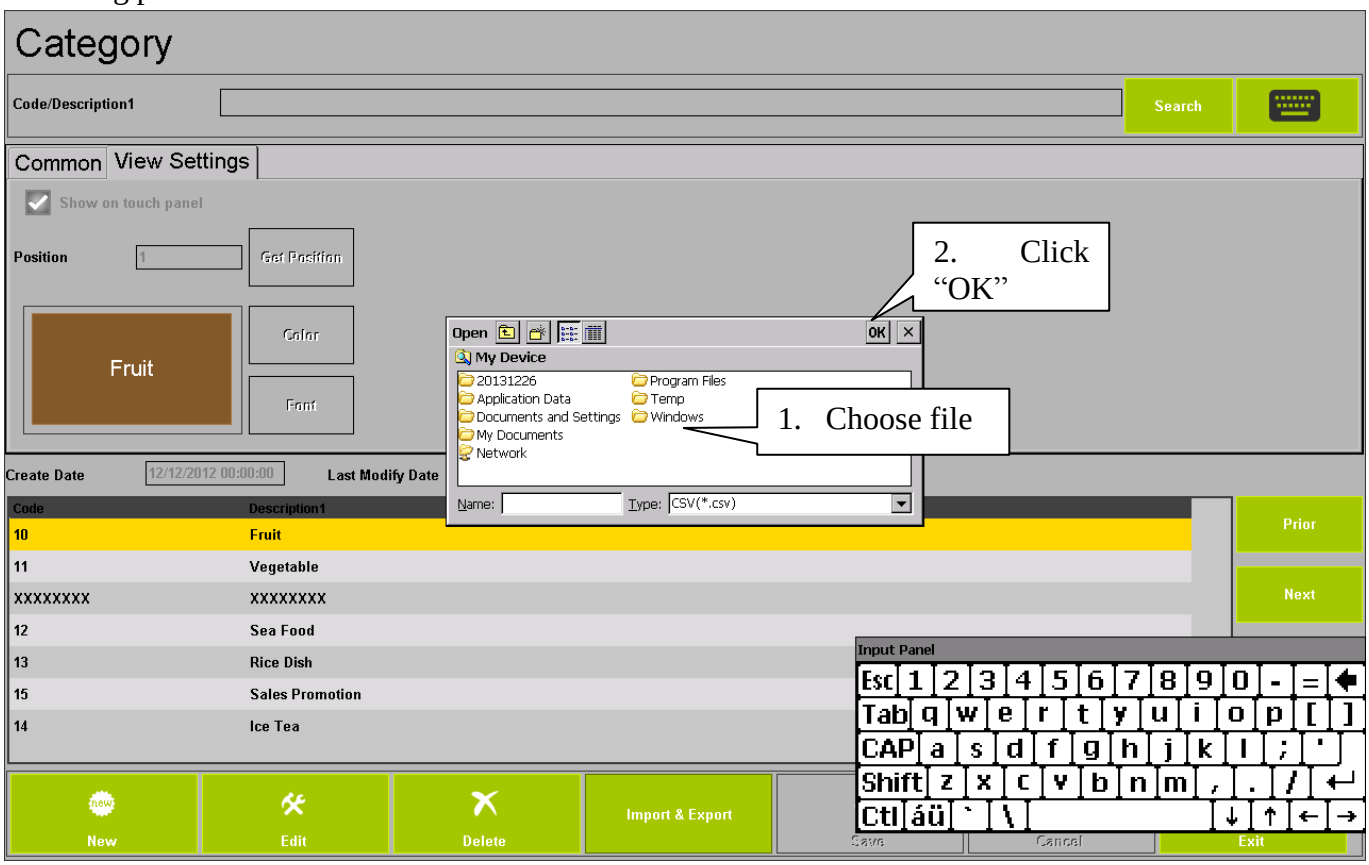


◆ **Import &Export**

If you want to import & export category information, please click "Import& Export" key and the system will pop up the following dialog box:

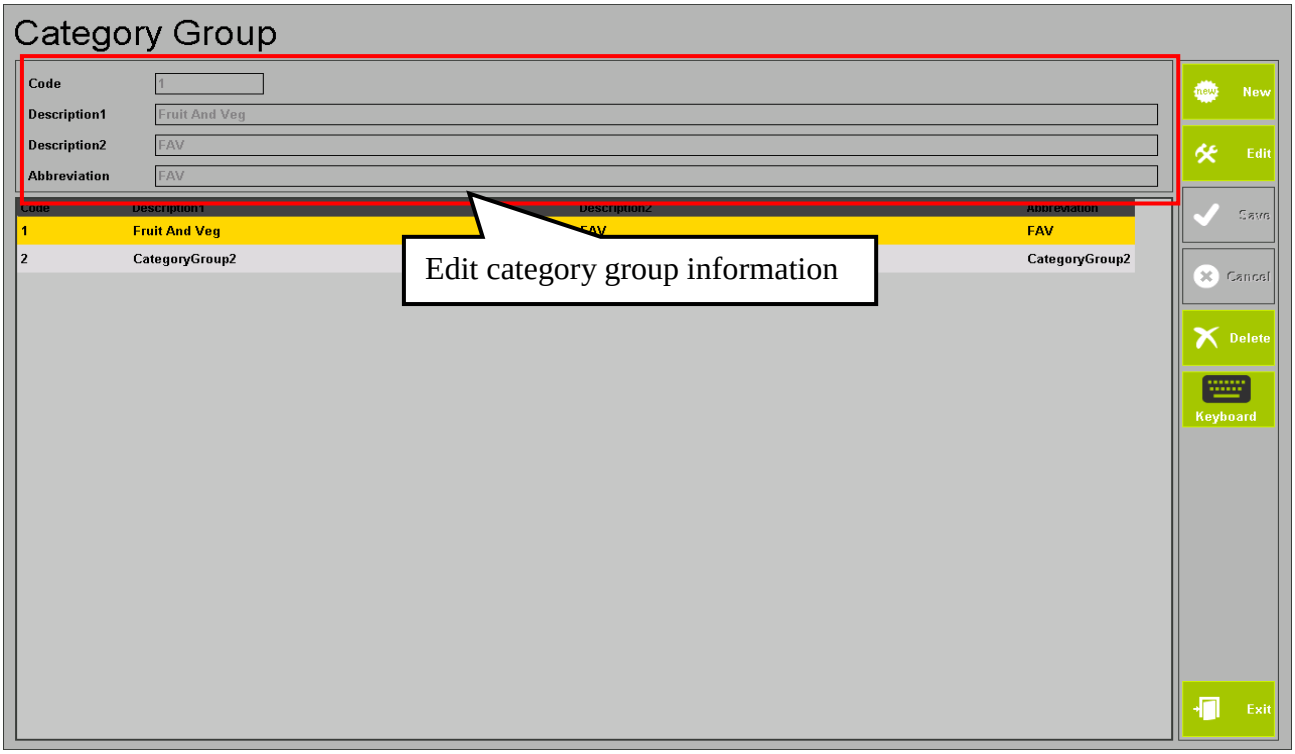


Then after choosing the file you want to import or export, please click “OK” to confirm as the following picture shows:



2.2.2. Category Group

Click “Back Office---Basic---Category group” to add, edit and delete category group as the following picture shows:

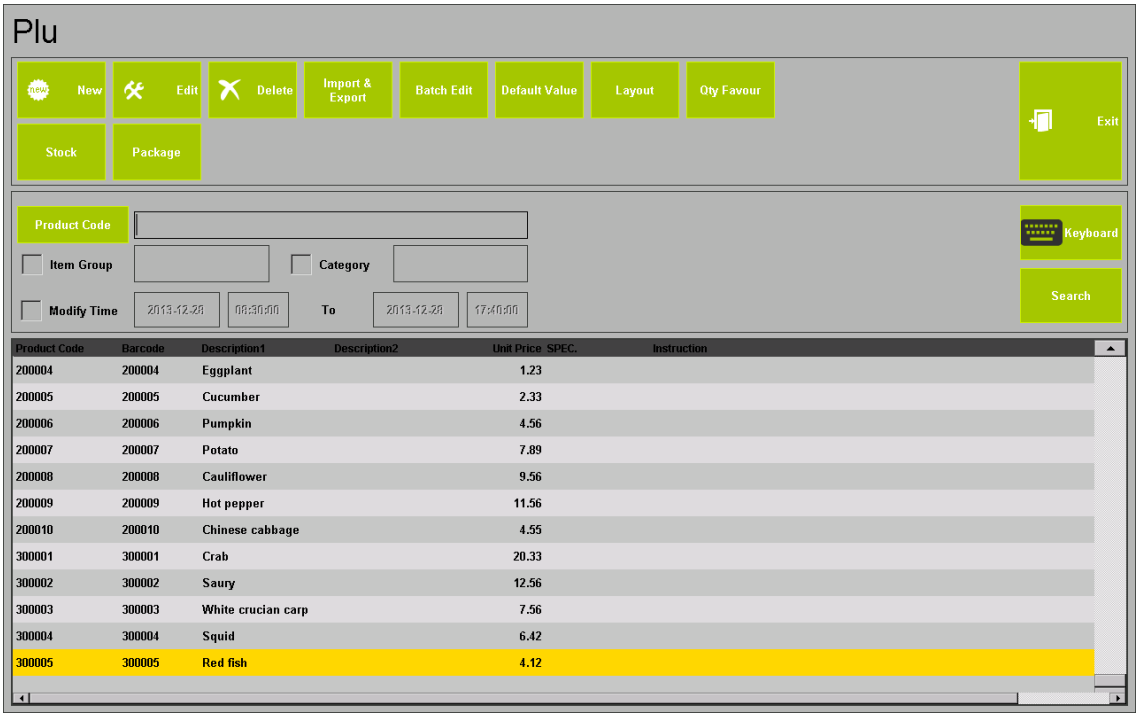


The editing method is the same as adding new category. After editing, please click “Save” and

then click "Exit" to drop out.

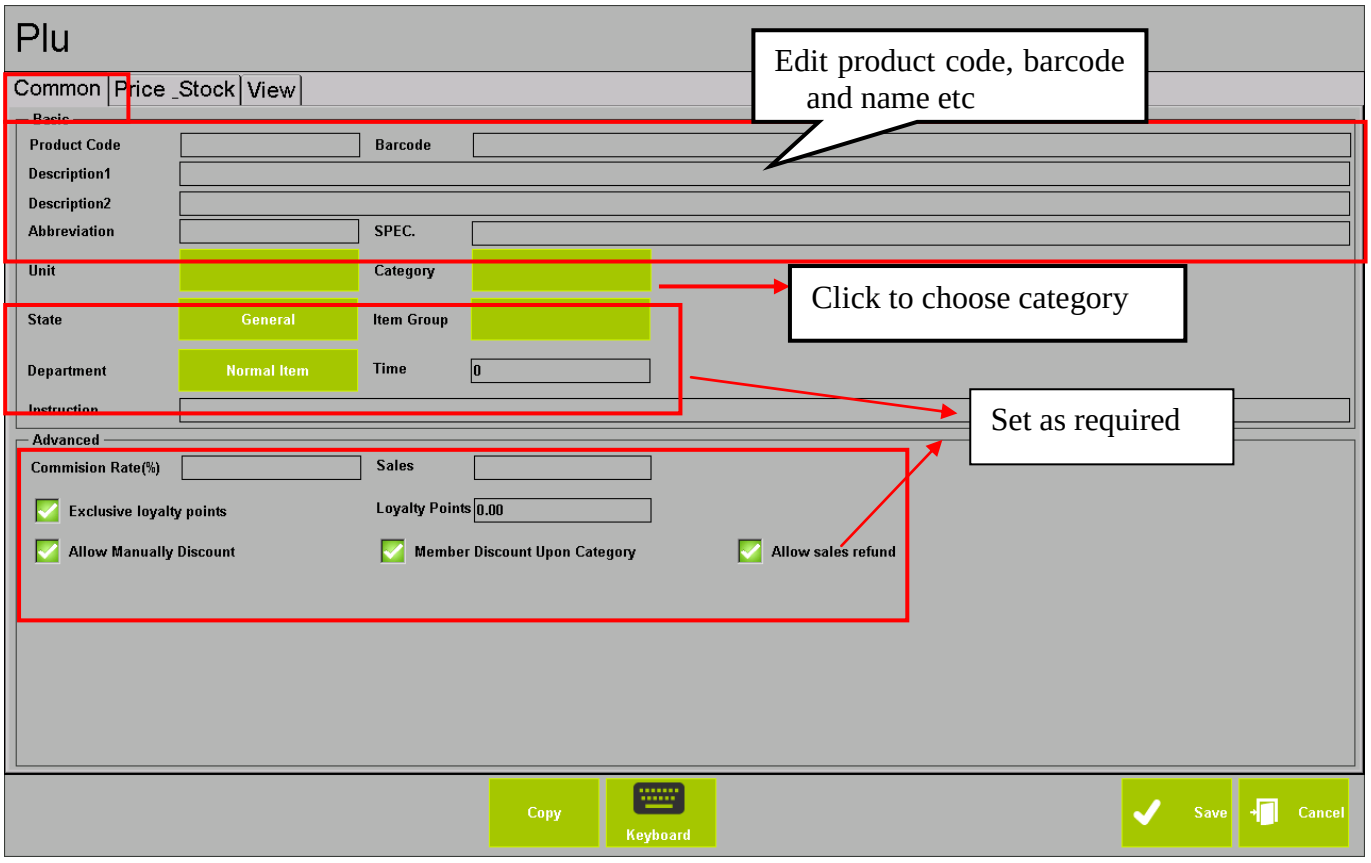
2.2.3. Edit PLU

Enter to "Back Office" interface and click "Basic---PLU" to add and edit PLU data:

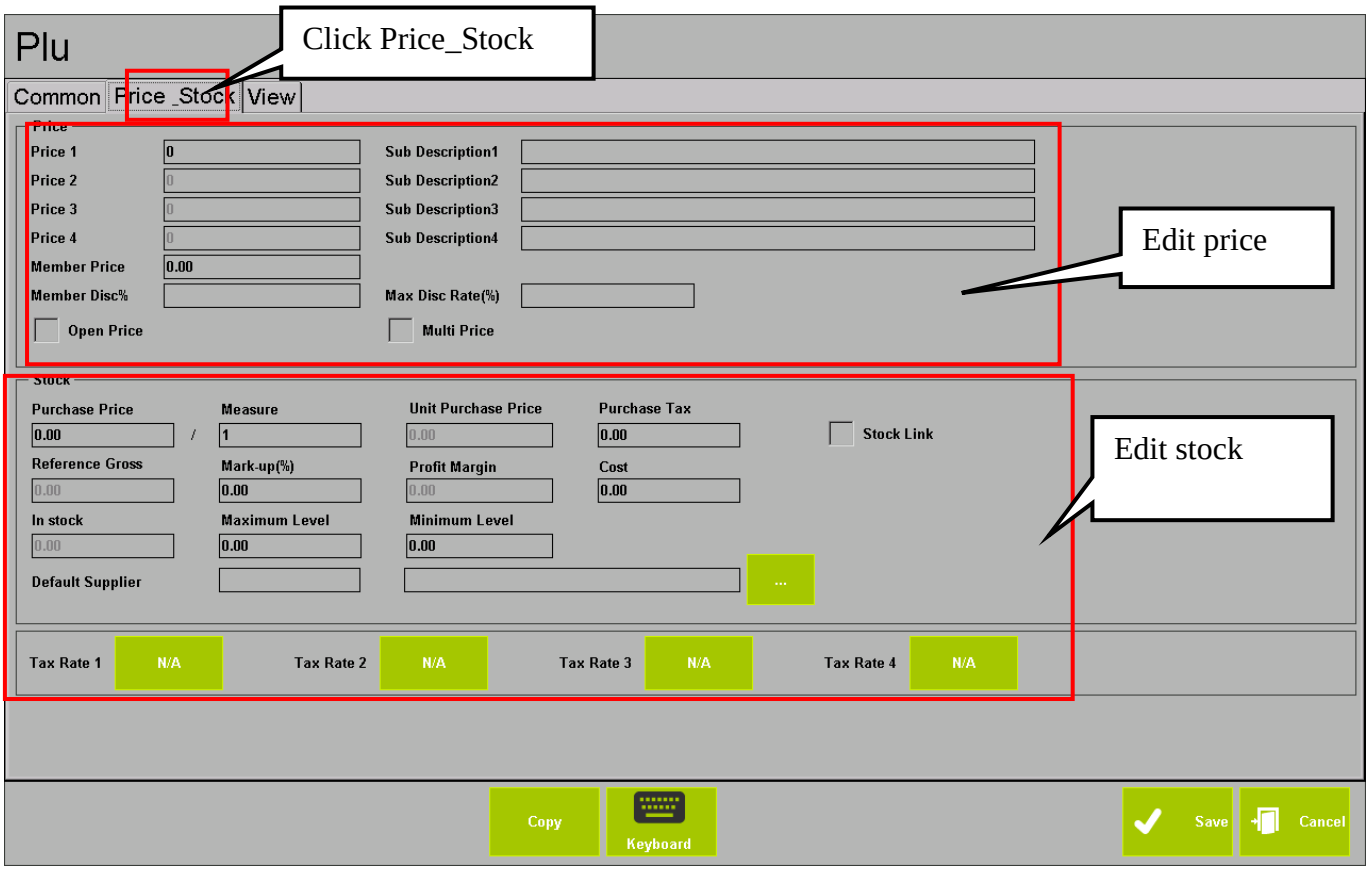


◆ **Add new PLU**，click "New" to edit the new PLU data. It contains of common information, price_stock and view settings.

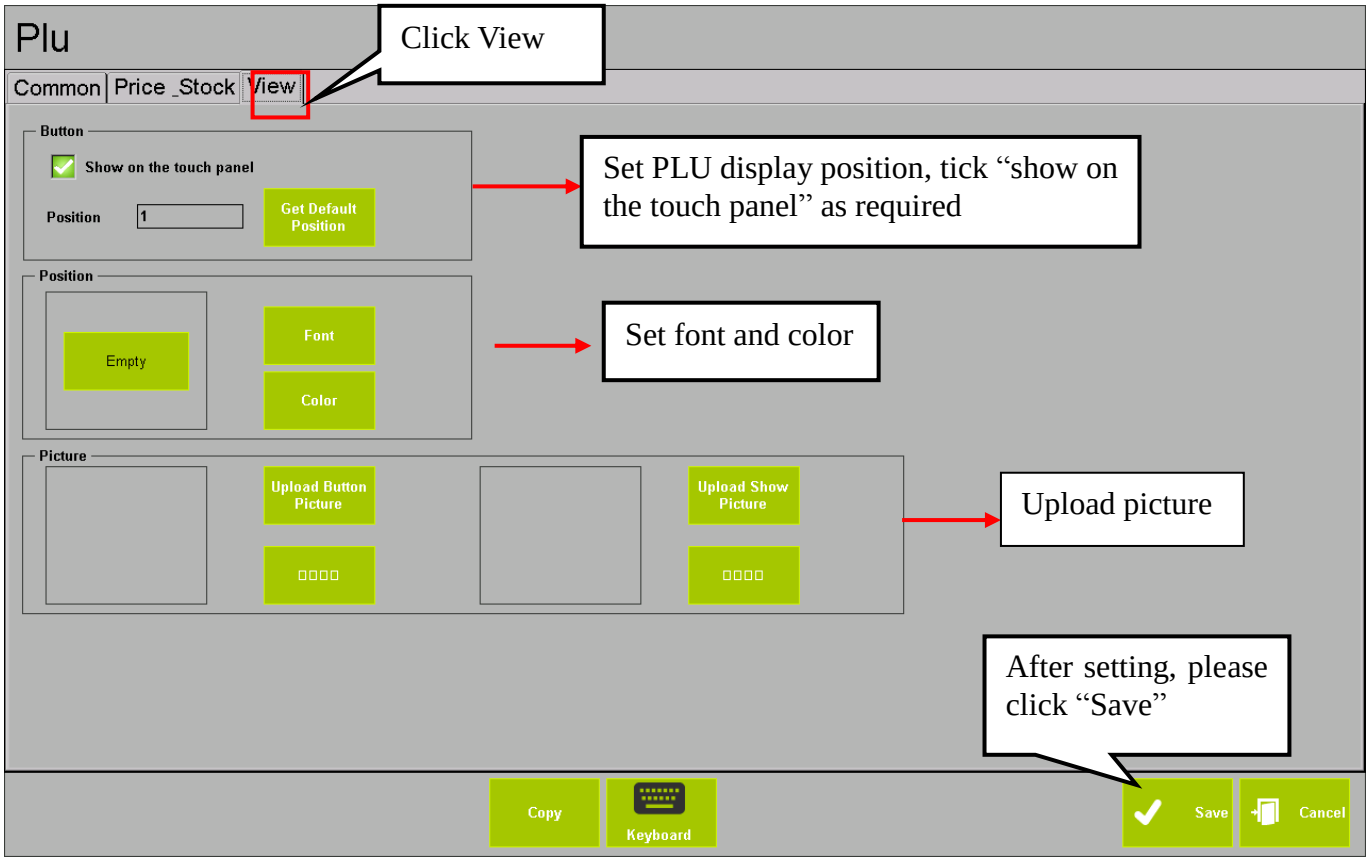
1. Set common information



2. Price_Stock

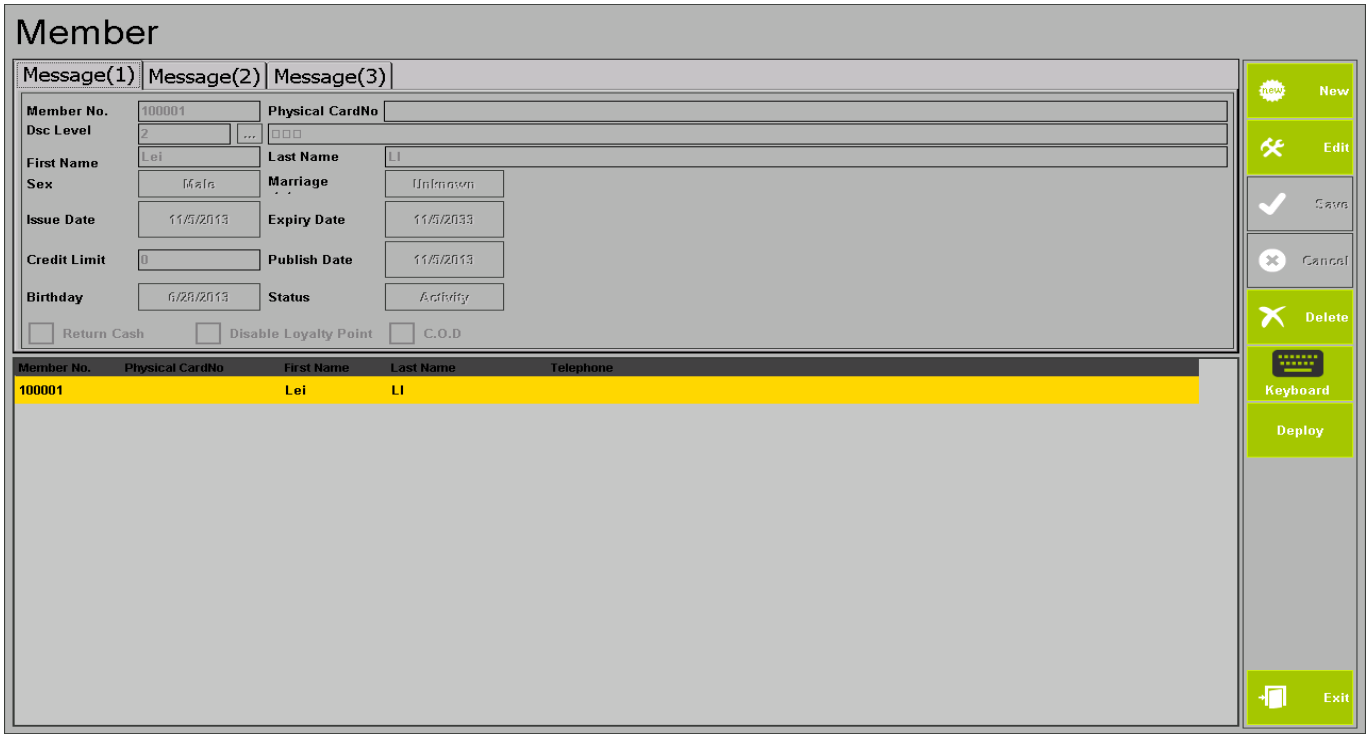


3. View settings



2.2.4. Member

Click “Back Office---Basic---Member” to enter member editing interface. The users can add, edit or delete member data:



◆ **New.** Click “New” to edit new member information, which includes Message (1), Message (2) and Message (3). After editing, please click “Save” and click “Exit” to drop out.

Message (1)：Set member No., member card level and use’s information etc.

Message (2)：Set the information of insurance agent.

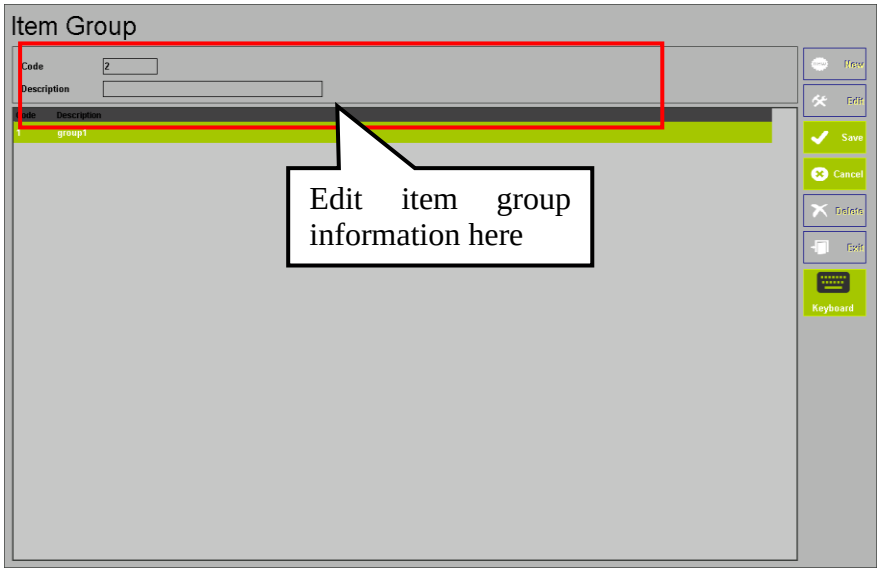
Message (3)：Edit member consume date and account balance etc.

◆ **Edit.** Click it to edit member message.

◆ **Delete.** Click it to delete the selected member.

2.2.5. Edit Item Group

Click “Back Office--- Basic---Item Group” to enter the following interface.

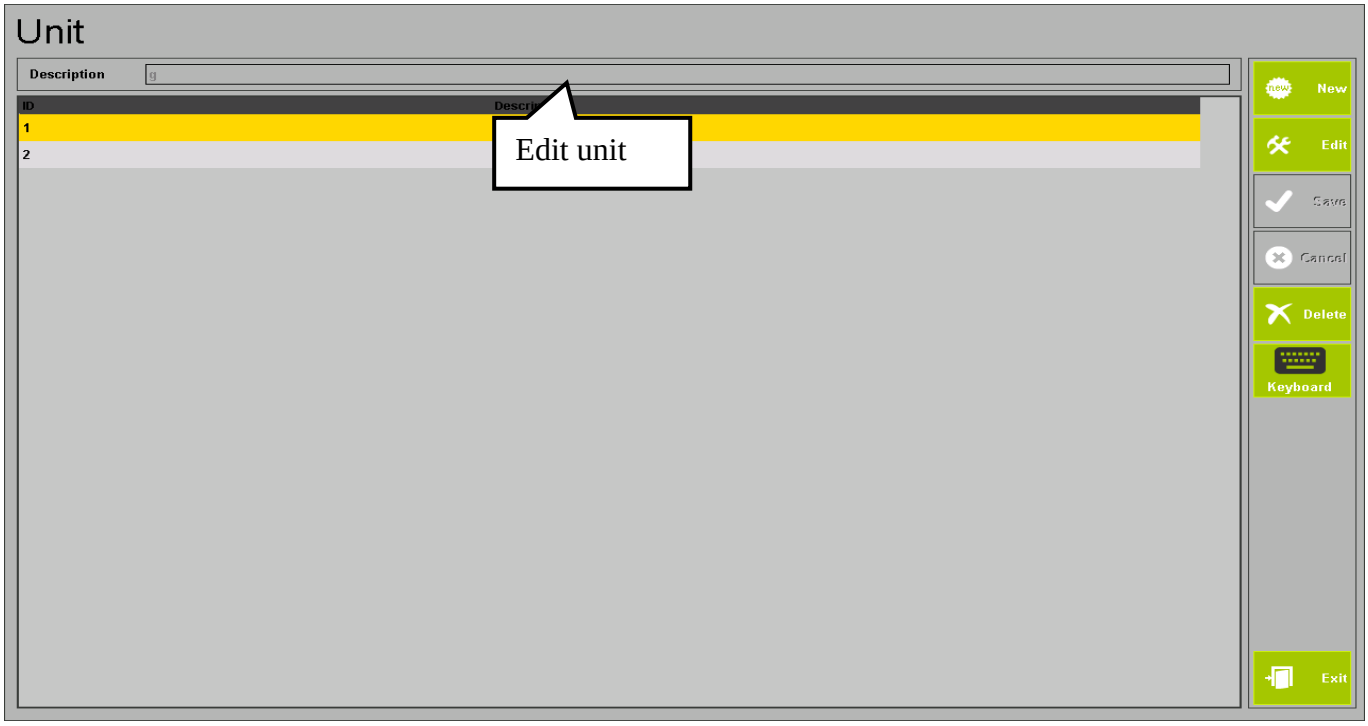


2.2.6. Payment Method

Please refer to **Section 3.2.11 How to Set Payment Method**.

2.2.7. Unit

Click “Back Office--- Basic---Payment Method” to enter the following interface:

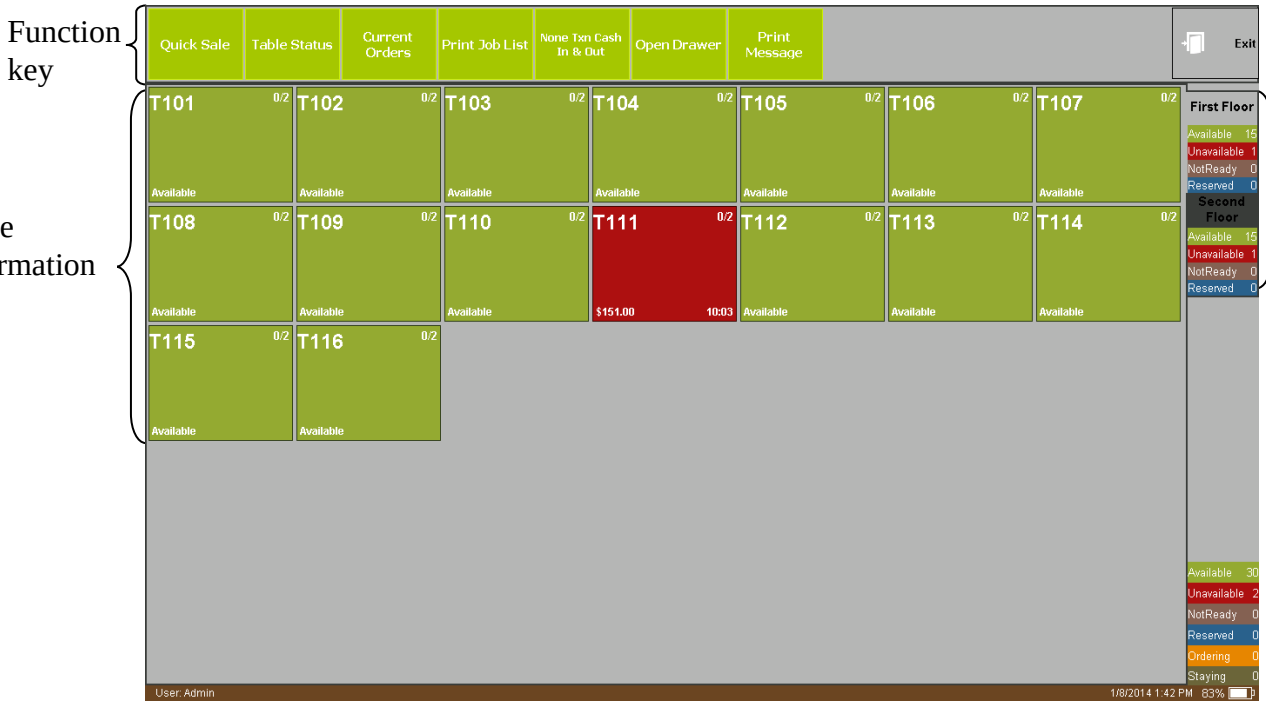


3. Hospitality Version

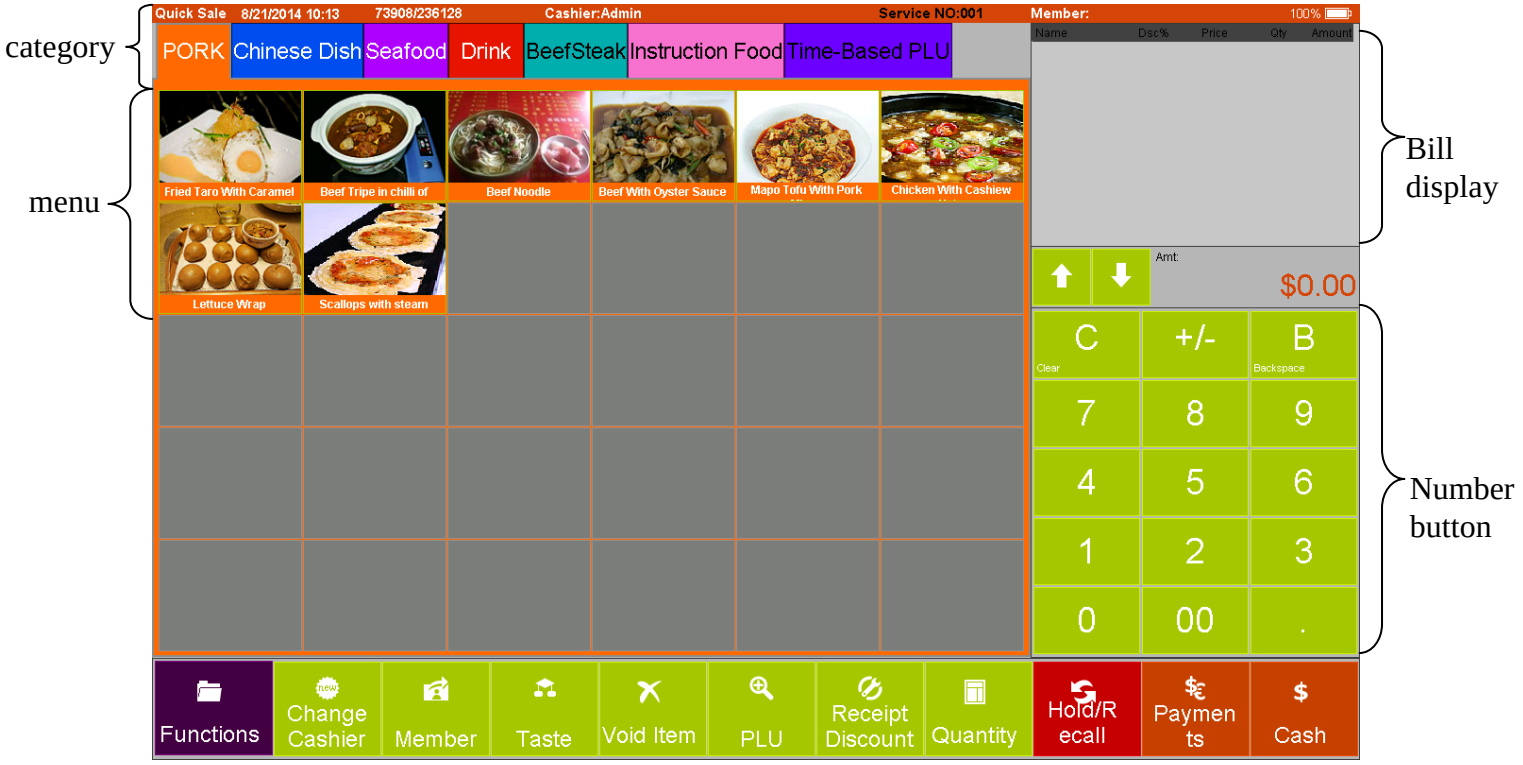
3.1. POS Interface

Click “POS” to enter the following interface:

Table interface:



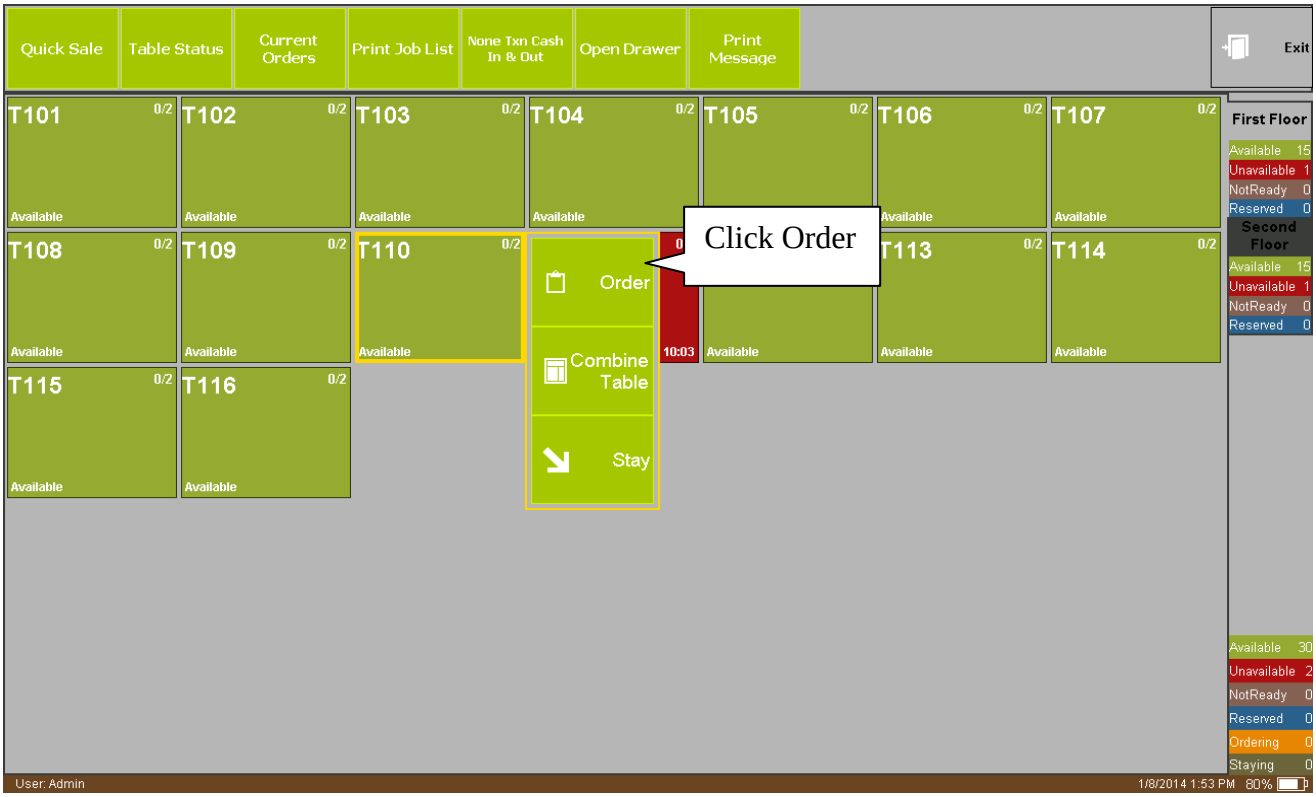
Quick Sale interface:



1) **Function \member \void item\PLU\receipt discount\quantity\hold/recall\payments\cash please refer to chapter 2.1**
2) Change cashier: click it to change the cashier.
3) Taste: after you order the PLU, you can click it to choose the taste that you like.

3.1.1. Make Order

The steps of ordering are as below:
Choose a table, and click it to pop up a dialog and click “Order” as the following picture



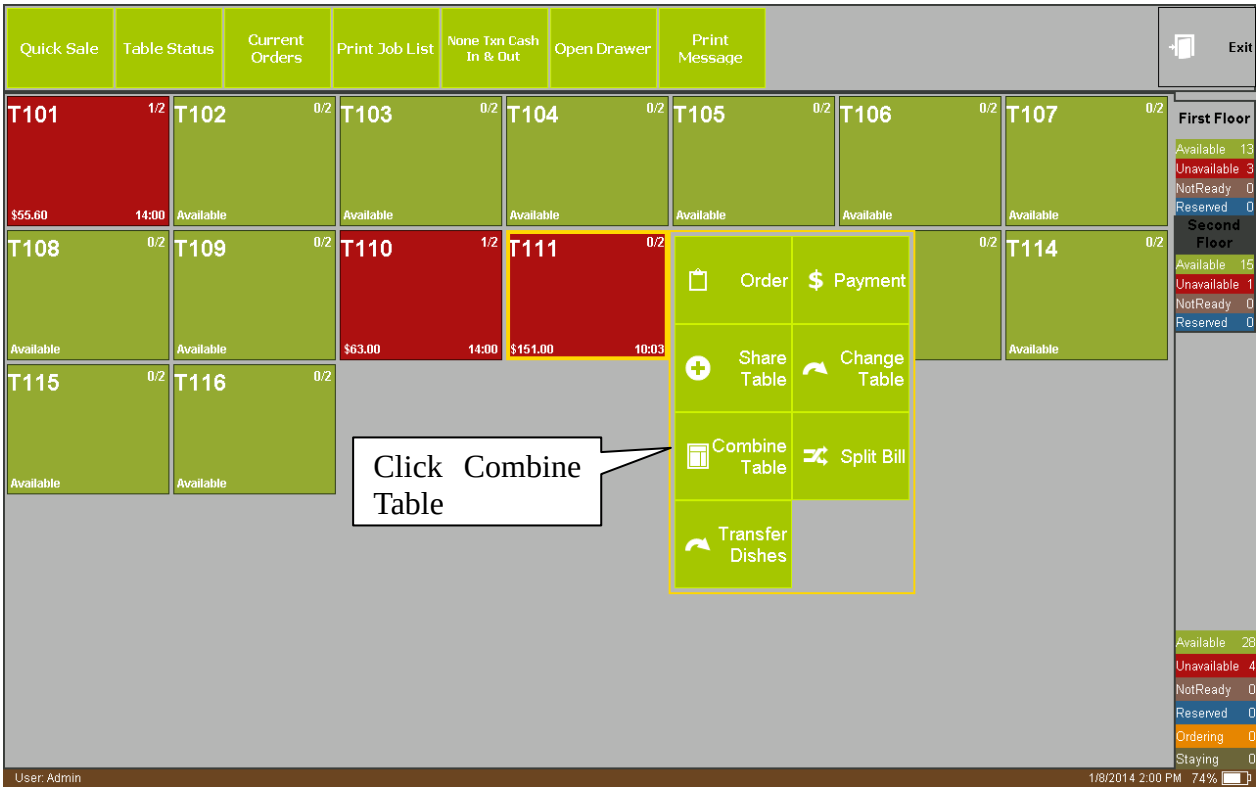
Choose dishes according to category.

Note : the above step is also suitable for the Quick Sale version.

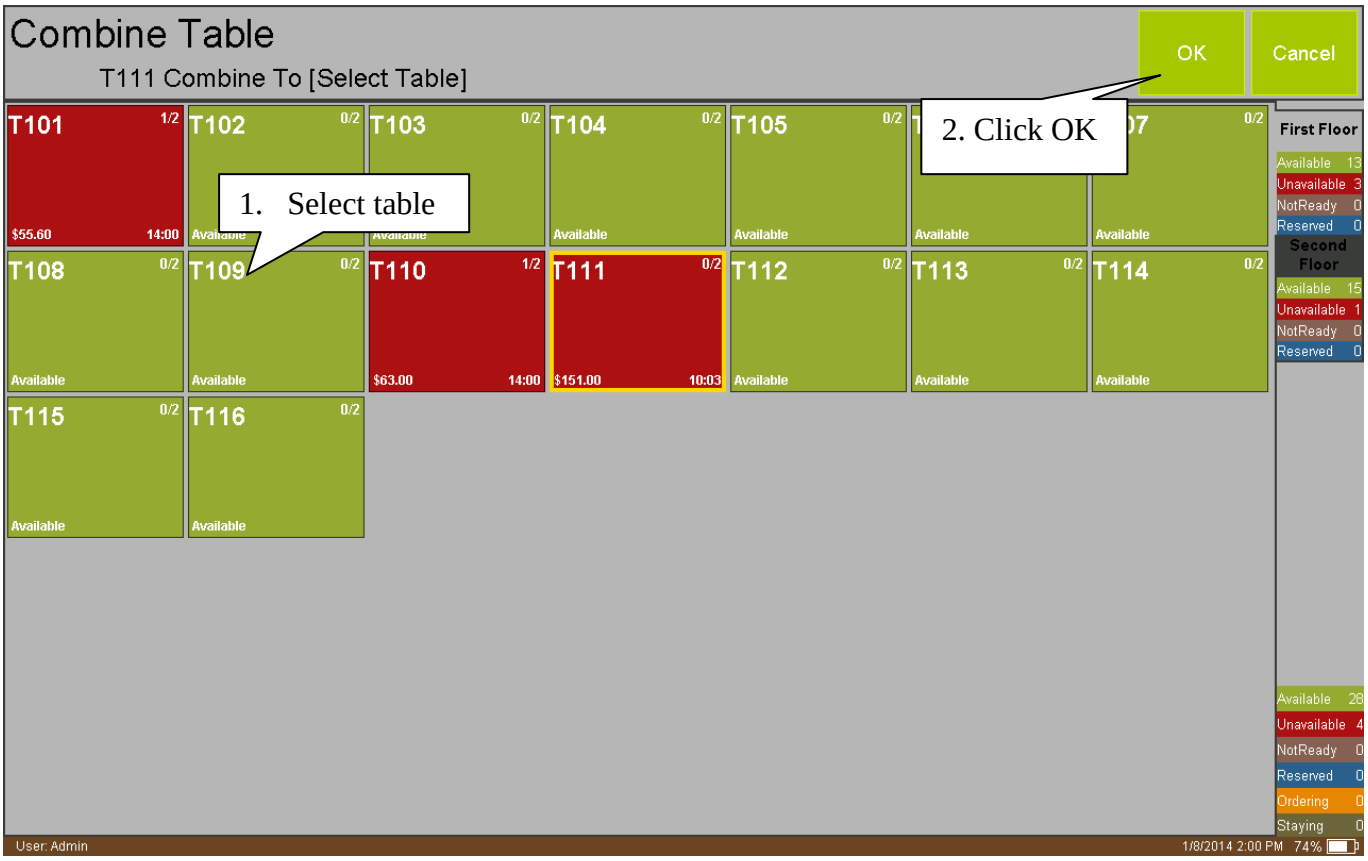
3.1.2. Combine Table

Two or more table can be combined; the detail steps are as below:

1. Select a table and click “Combine Table”.



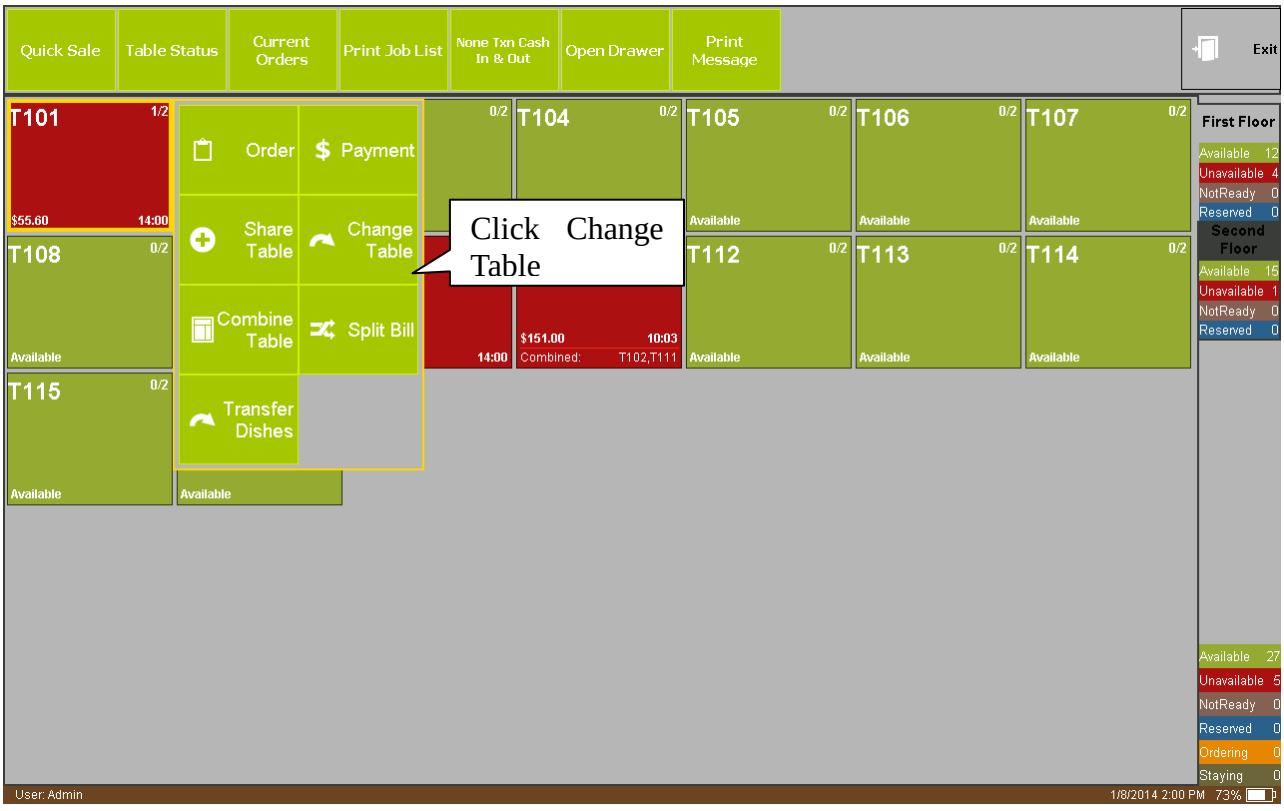
2. Select the table you want to combine and then click “OK”.



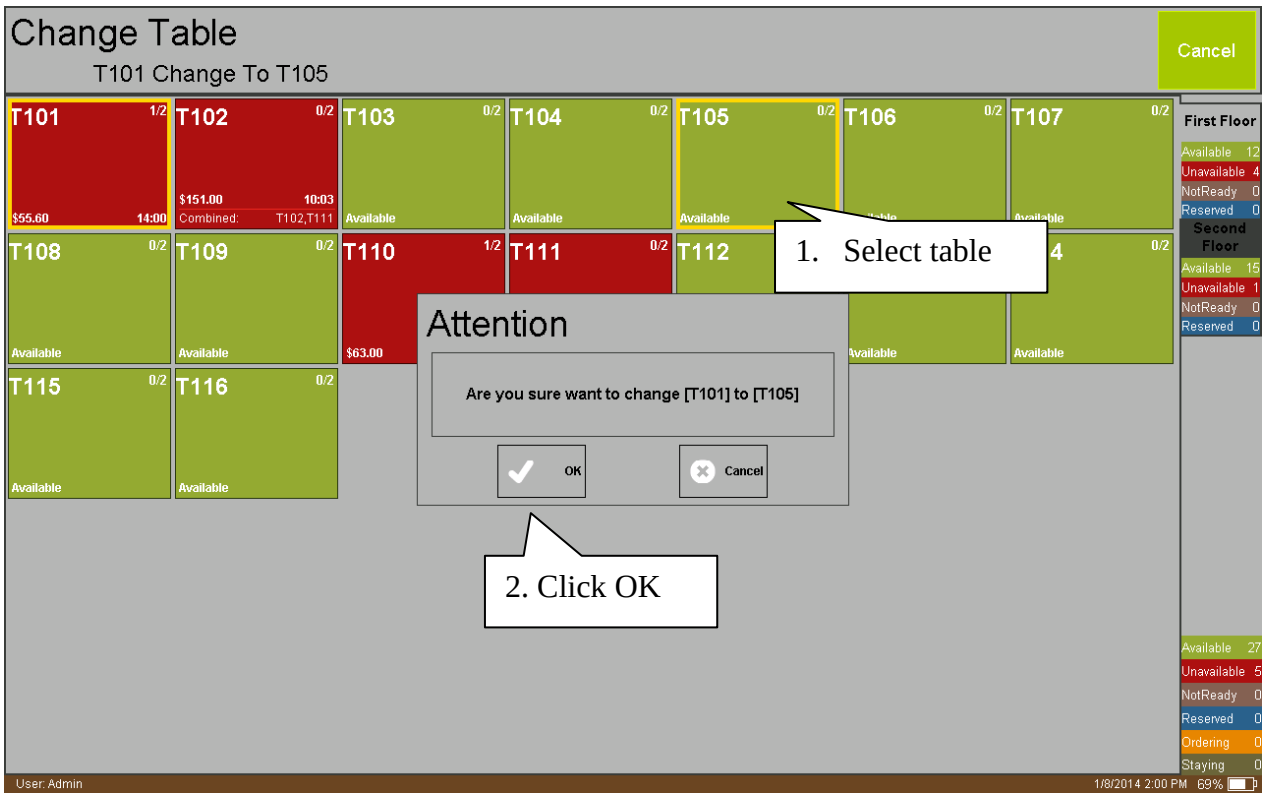
3.1.3. Change Table

If the customer wants to change table during dining, the steps are as below:

1) Select the table you want to change and click “Change Table”.



2) Select the table you want to change to in the following interface.

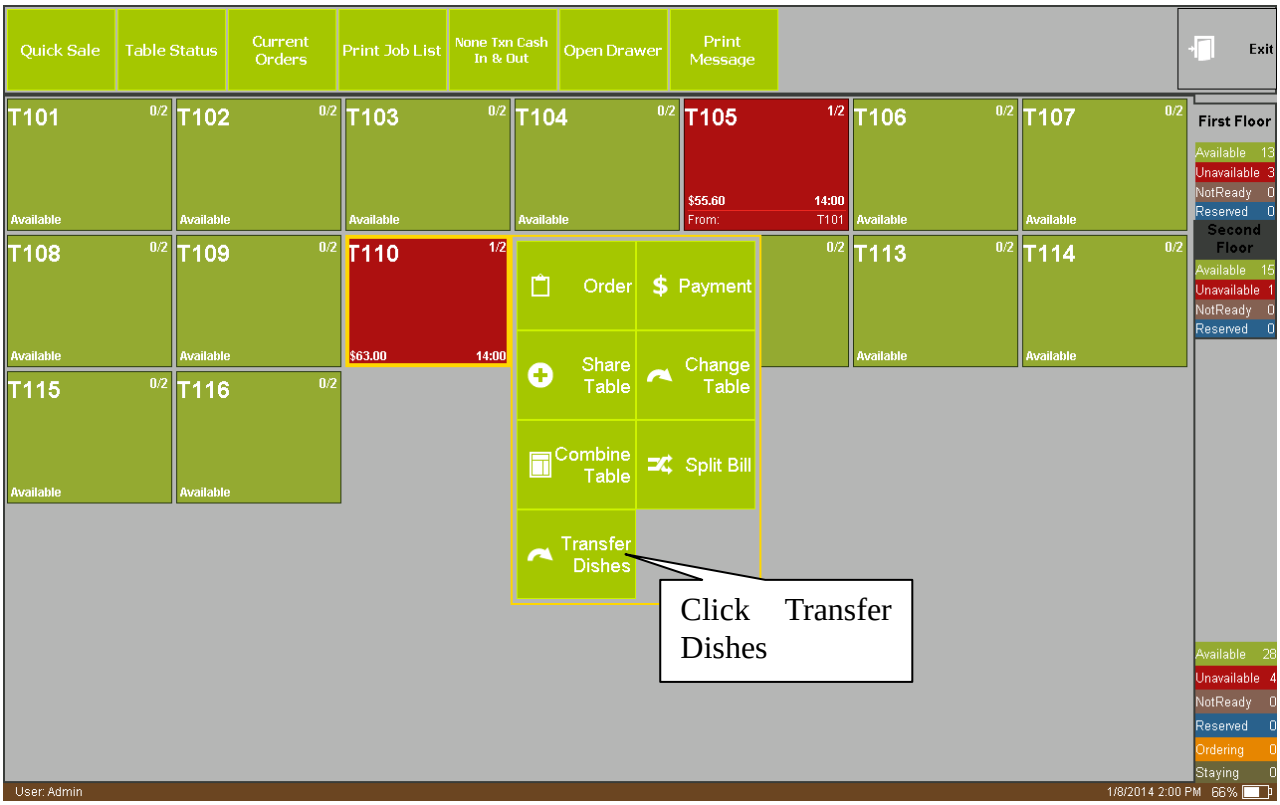


3) It finished changing table after clicking OK. And the main interface will show which table is changed from.

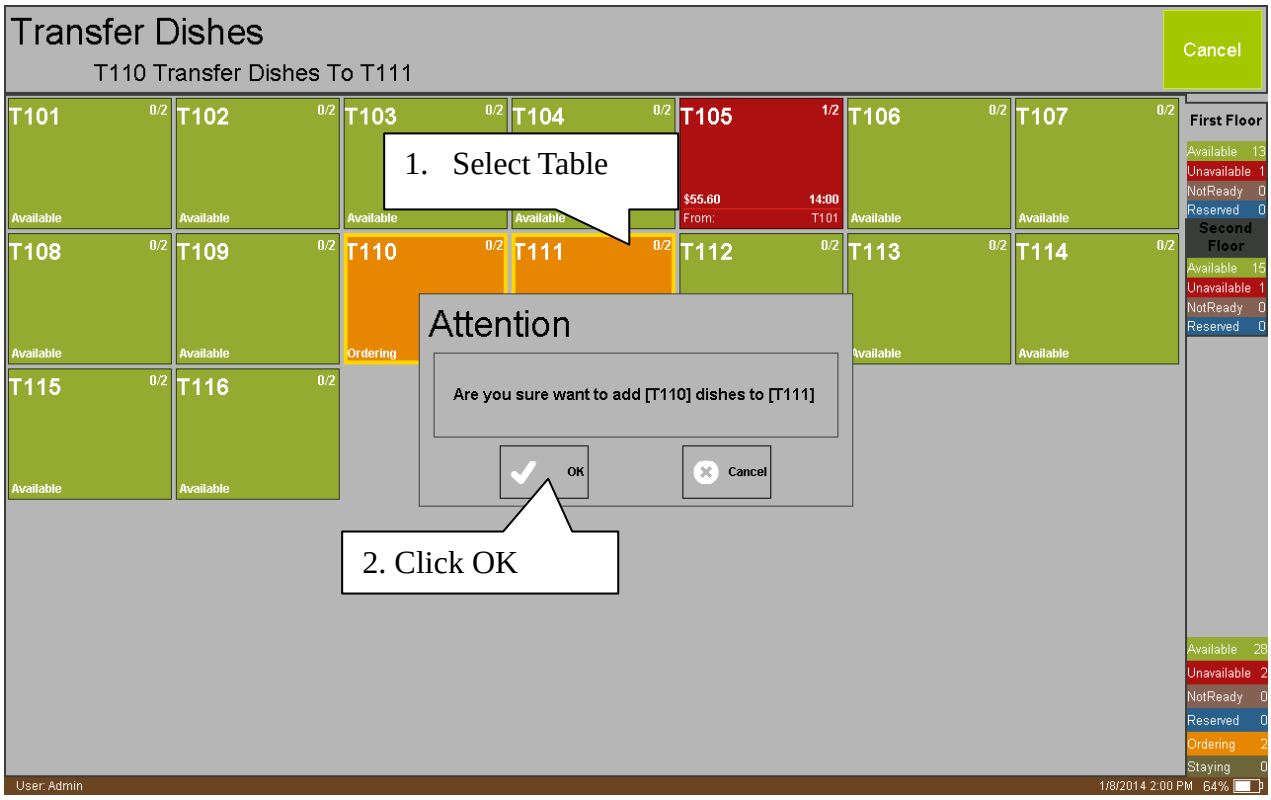
3.1.4. Transfer Dishes

The steps to transfer dishes to another table are as below:

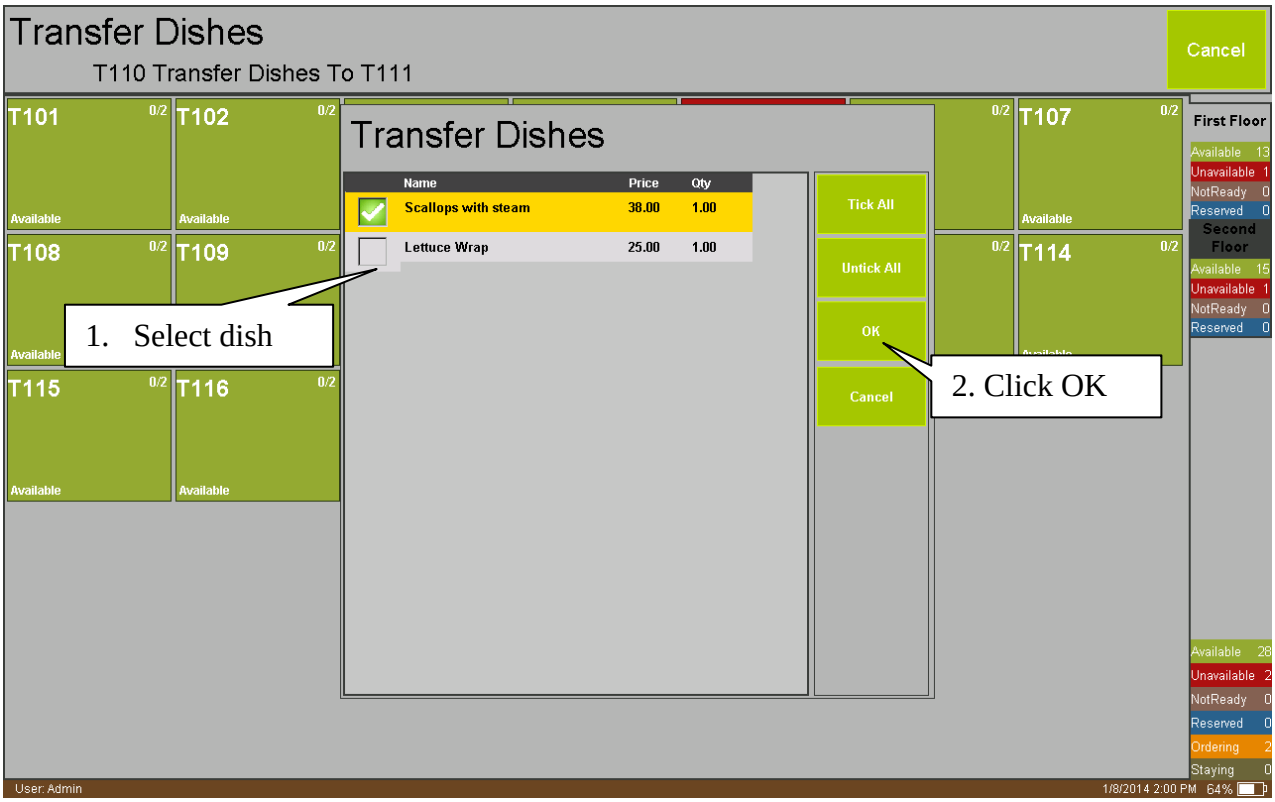
1. Select the table wants to transfer dishes.



2. choose the table the dishes wanted to be transferred in the following interface:

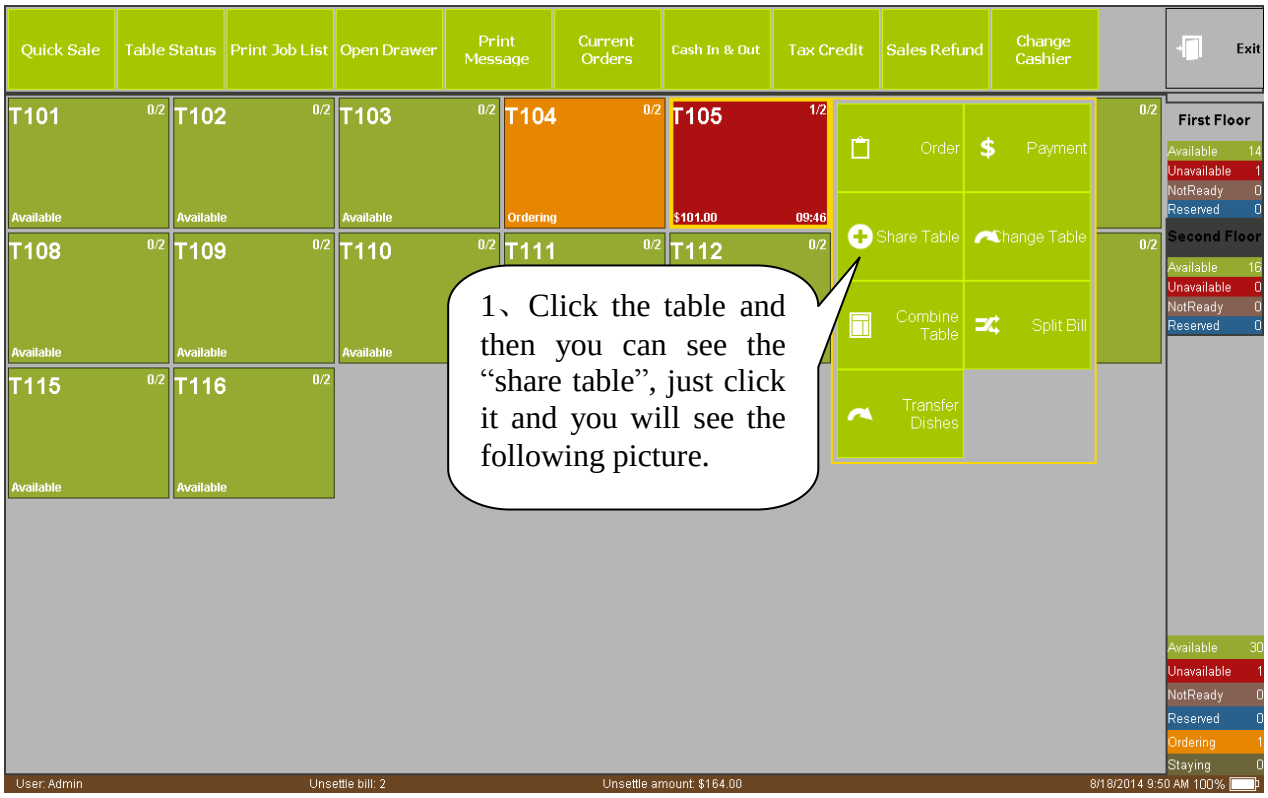


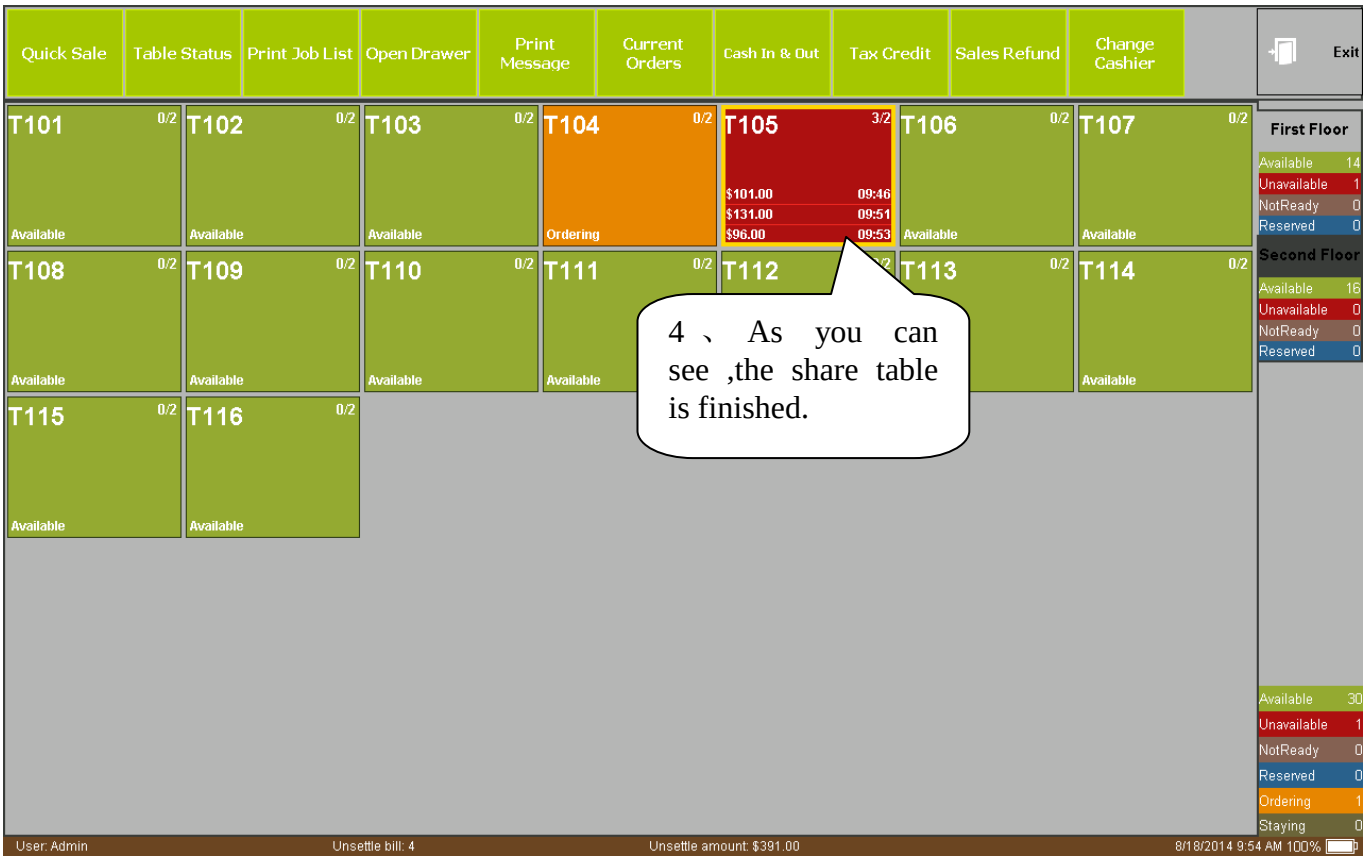
3. Select the transferred dishes and click OK to finish transferring dishes.



3.1.5. Share table

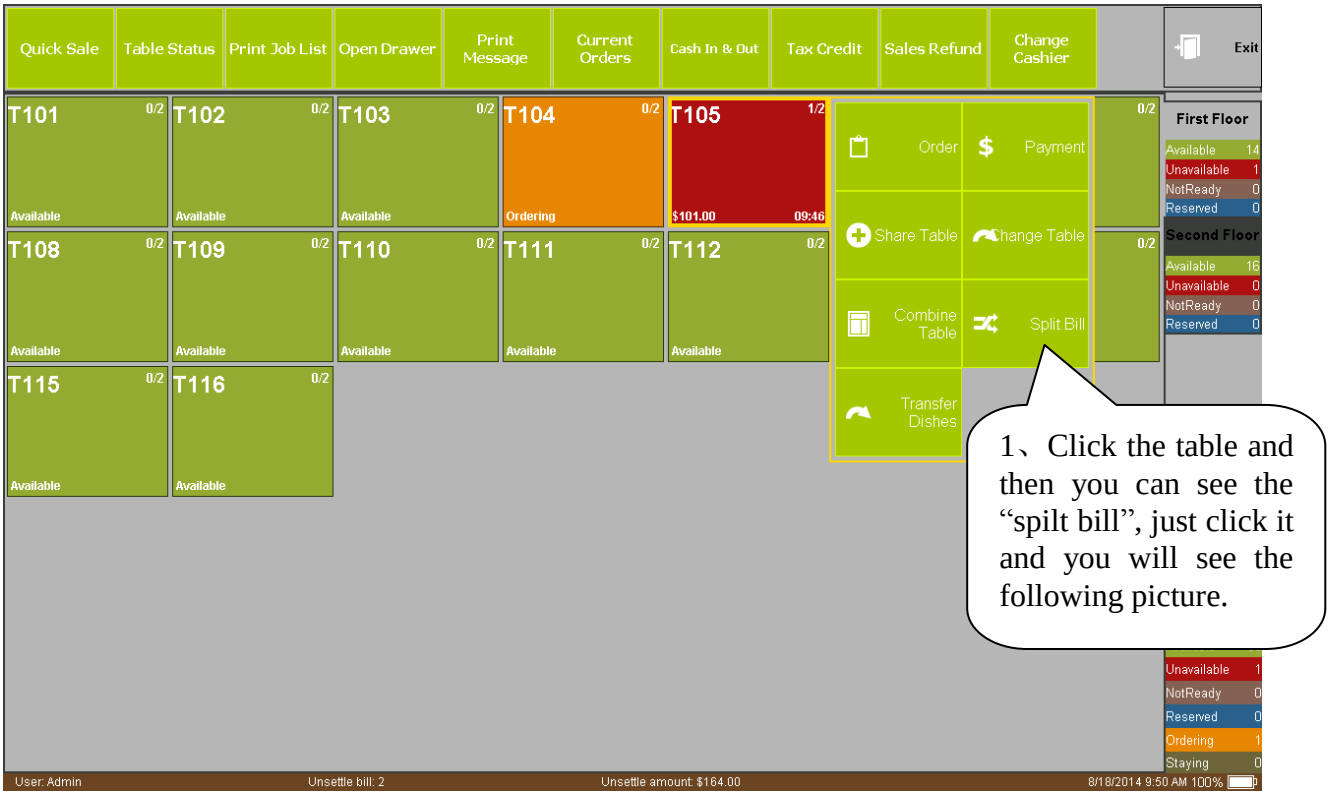
Note: only when you order the PLU can you use this function, the detail operations as follows:

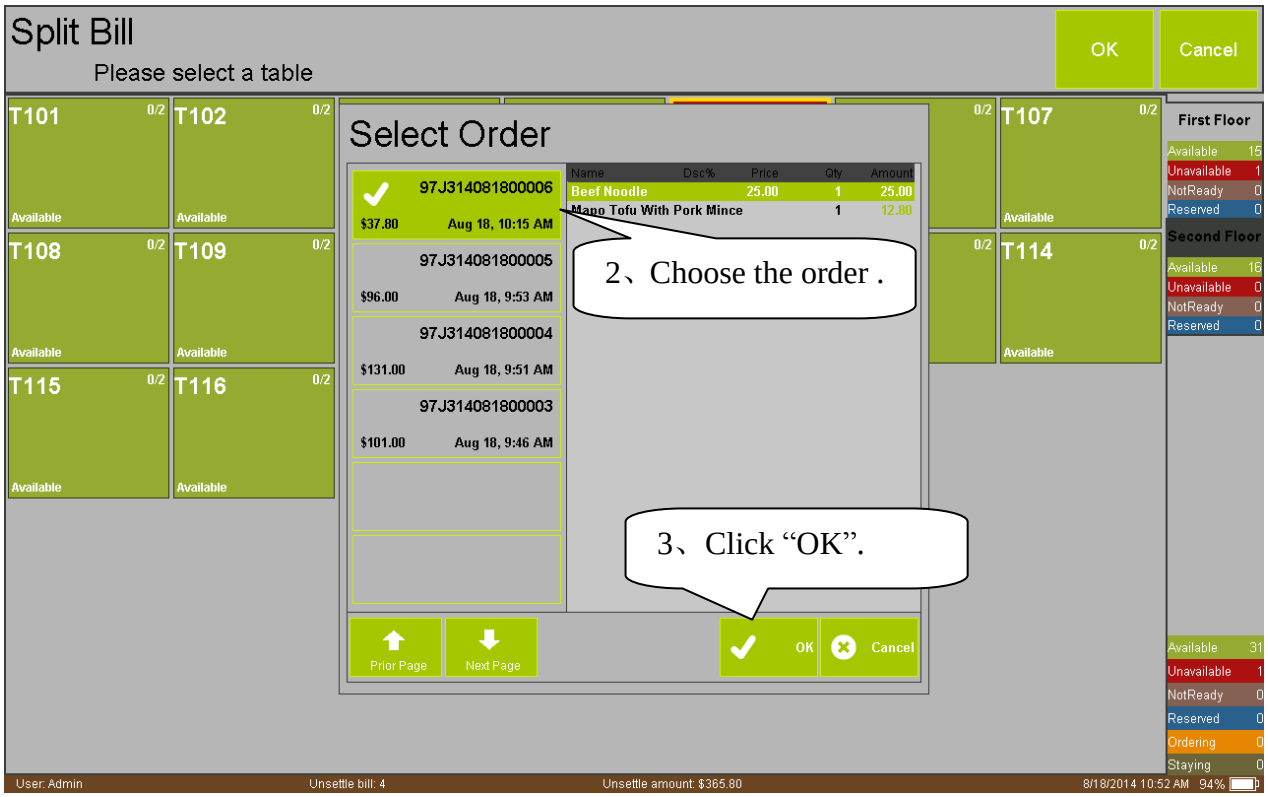


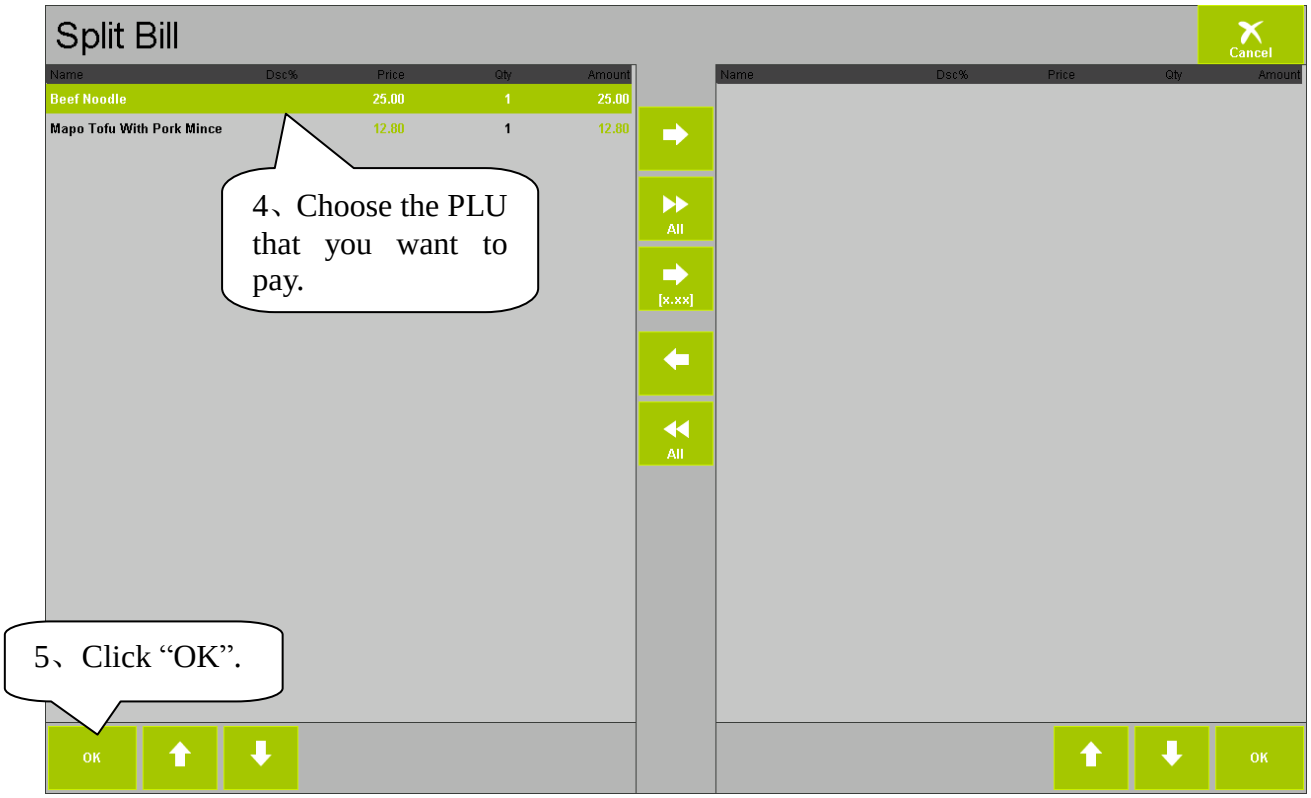


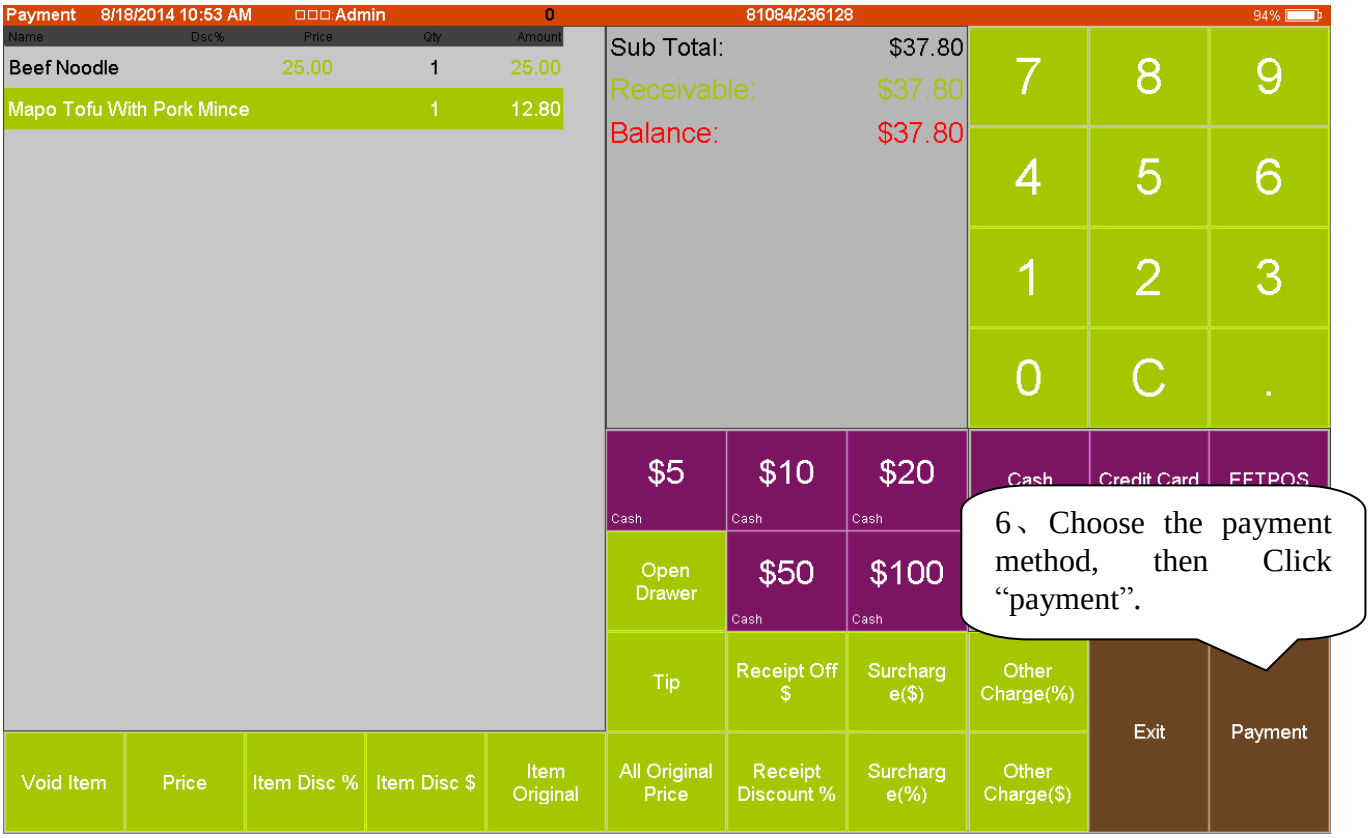
3.1.6. Spilt Bill

Note: only when you order the PLU can you use this function, the detail operations as follows:

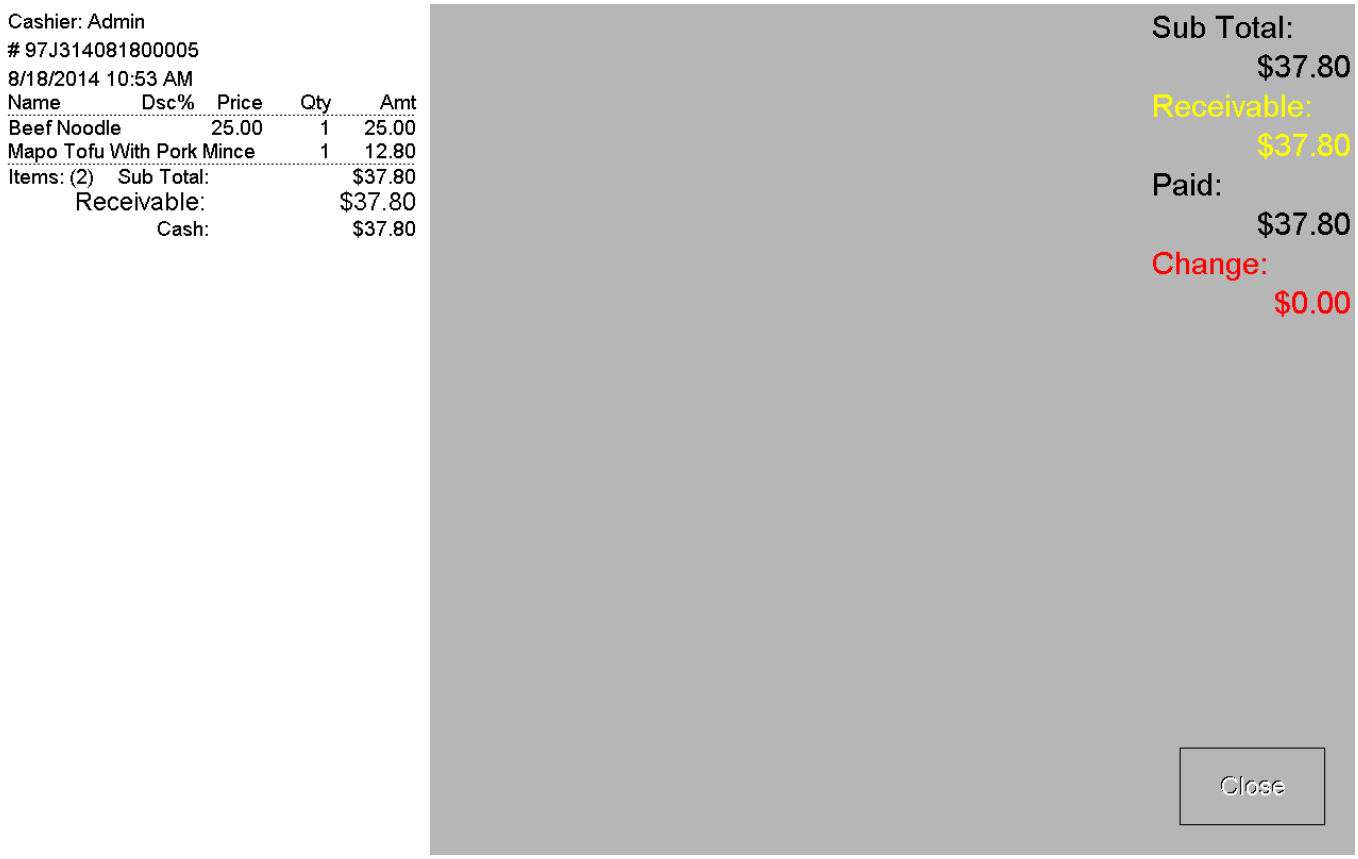



Split Bill
Please select a table
OK
Cancel
Select Order
97J314081800006
$37.80 Aug 18, 10:15 AM
97J314081800005
$96.00 Aug 18, 9:53 AM
97J314081800004
$131.00 Aug 18, 9:51 AM
97J314081800003
$101.00 Aug 18, 9:46 AM
Name Dsc% Price Qty Amount
Beef Noodle 25.00 1 25.00
Mapo Tofu With Pork Mince 1 12.80
2、Choose the order .
3、Click “OK”.
Prior Page
Next Page
OK
Cancel
First Floor
Second Floor
User: Admin
Unsettle bill: 4
Unsettle amount: $365.80
8/18/2014 10:52 AM 94%


Split Bill
Cancel
Beef Noodle 25.00 1 25.00
Mapo Tofu With Pork Mince 12.80 1 12.80
4、Choose the PLU that you want to pay.
All
[x.xx]
All
5、Click “OK”.
OK
OK



The system will print the bill automatically.

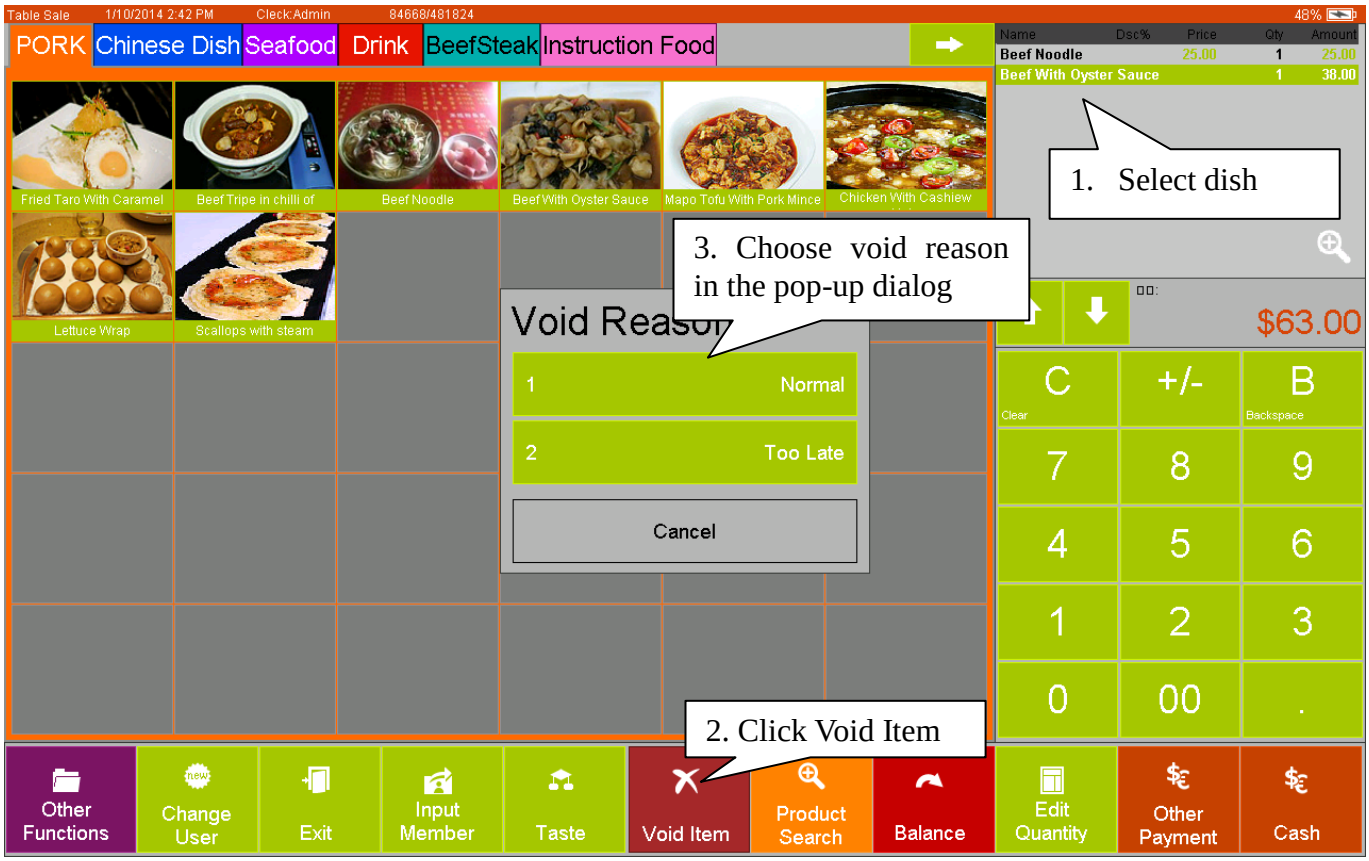


3.1.7. Void Item

This function could be adopted, when waiter orders wrong dishes or the customers want to cancel dishes. The operating steps are as following picture shows:

※ **Function1:before you order the PLU, this key can be used for cancel the PLU that you ordered before.**

※ **Function2: After you order the PLU, this key can be used for void the orders. If you have set the printer before, the void item will be printed and sent to the kitchen.**

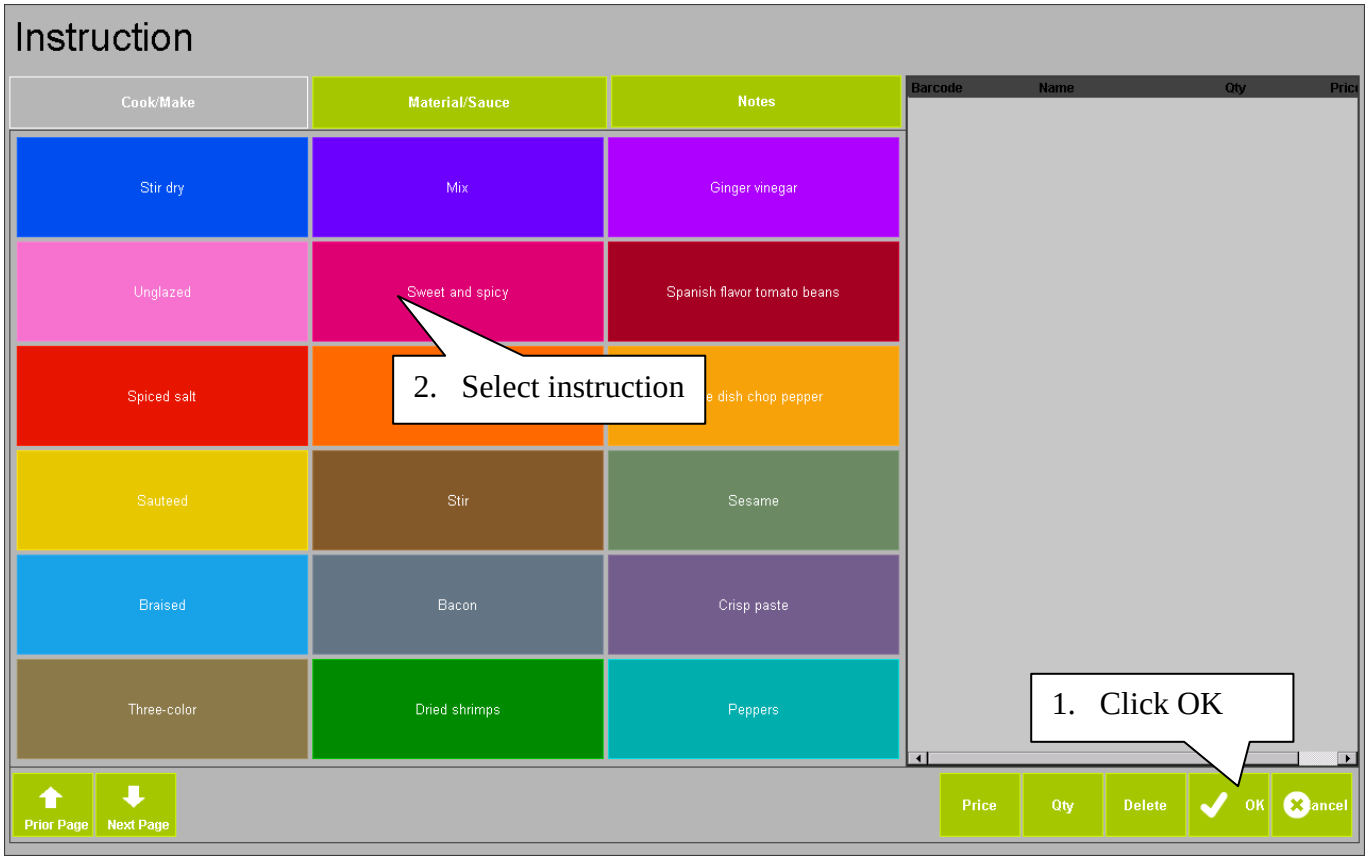


3.1.8. Taste

The customers can choose the taste type of dish as their favor.

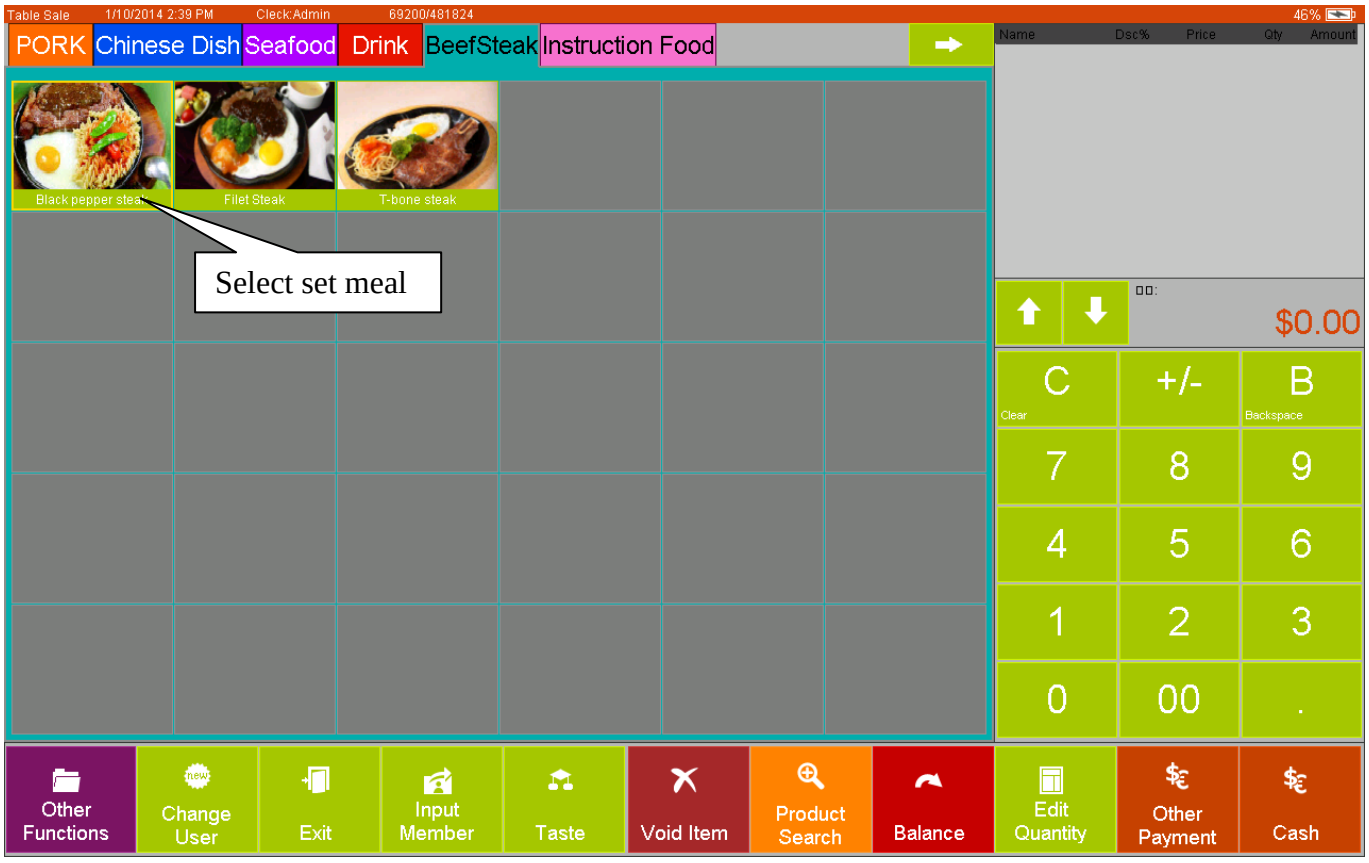
3.1.9. Instruction

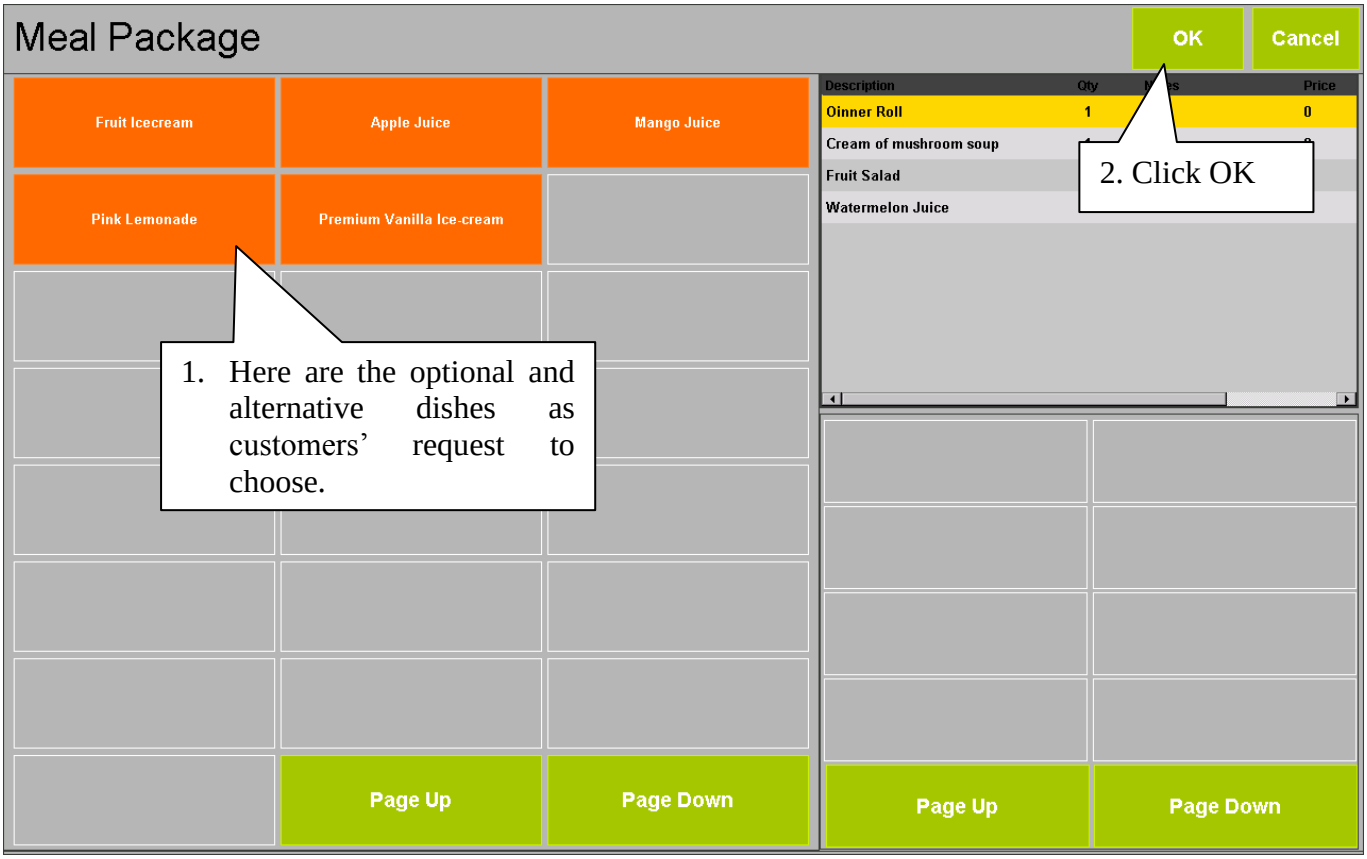
Some dishes have different cooking methods as customers' favor.



3.1.10. Set Meal Sales

The steps to sell set meal as below:



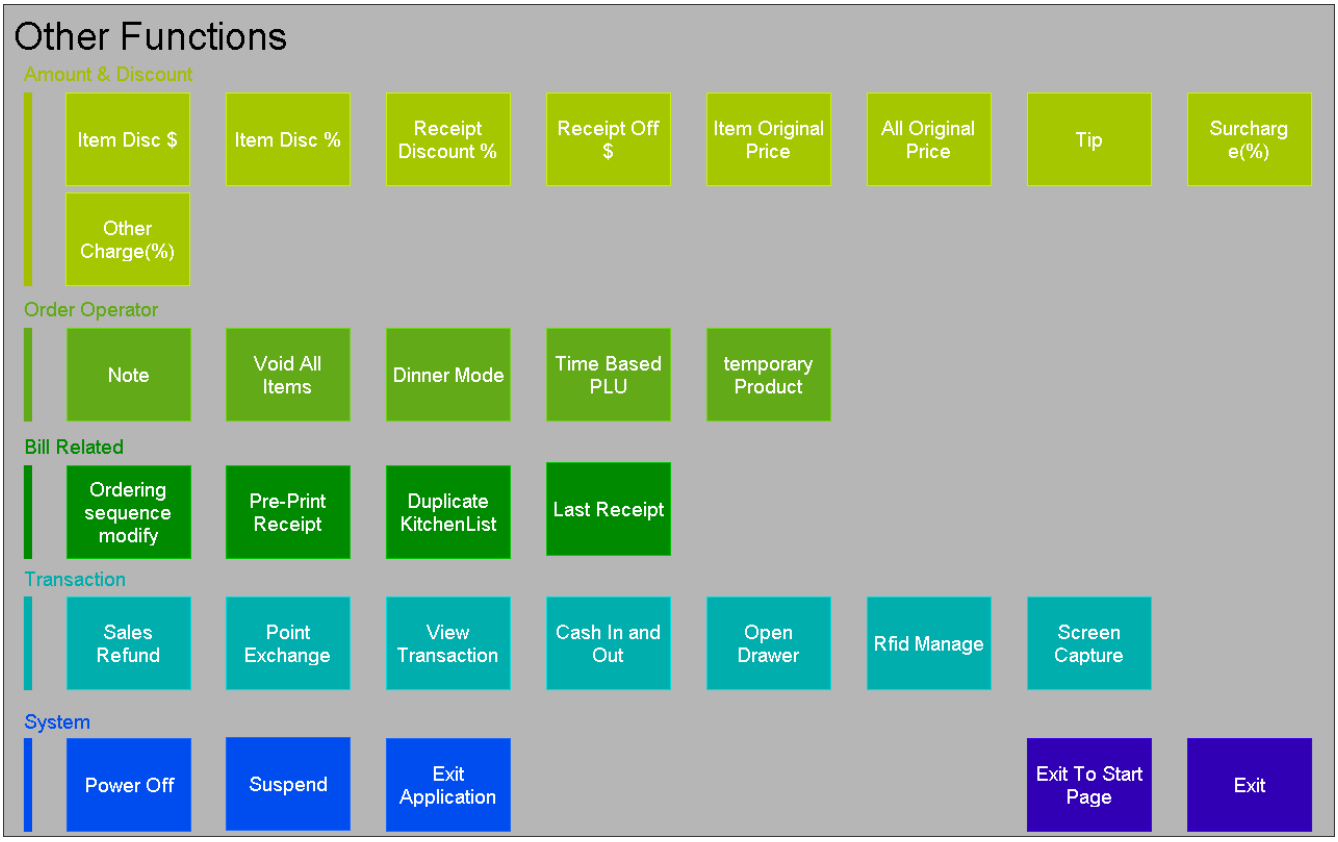


3.1.11. Temporary Product Sales

The operating method please refers to **section 2.1.1 Temporary Product Sales**.

3.1.2. Other functions

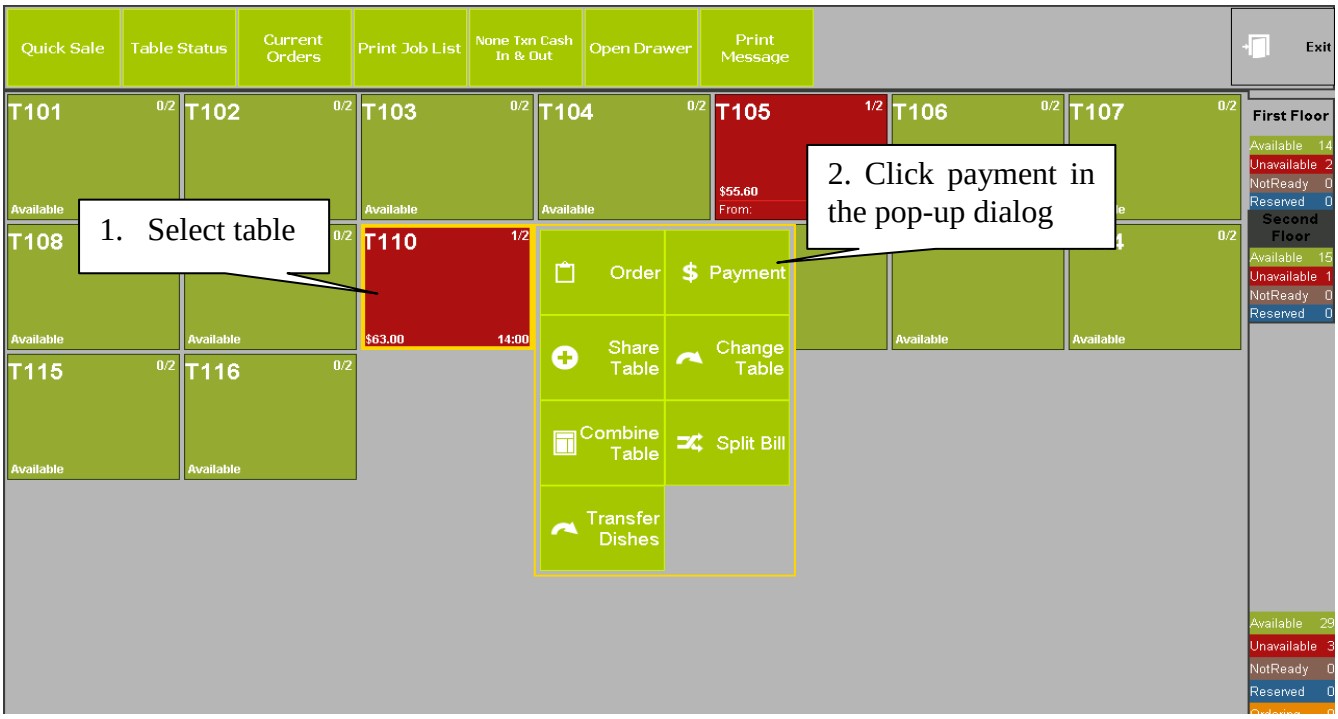
When you click "other functions" key, you can see the following interface.

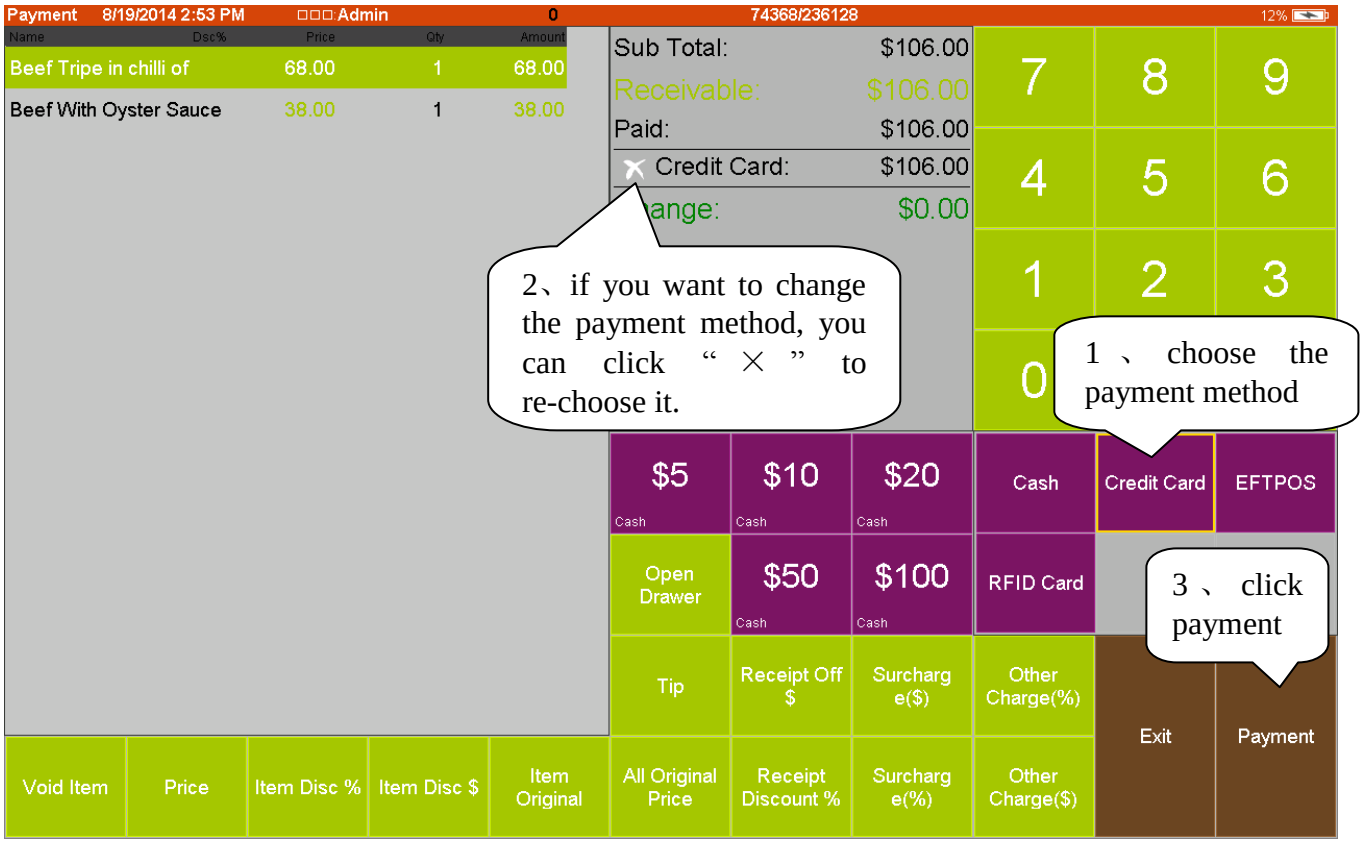


※ Item Disc$: this key is used to give some item discount.(for money) Operation steps: click Item Disc$:→input number→click “OK”
※ Item Disc%:this key is used to give some item discount.(for percent)
※ Receipt Discount(%):this key is used to give the receipt discount (for percent) Operation steps: click Receipt Discount%→input number→click “OK”
※ Receipt:this key is used to give the receipt discount(for money) Operation steps: click Receipt Off$: →input number→click “OK”
※ Item original price: this key is used to recover the item original price. Operation steps: click Receipt Off$:→input number→click “OK”
※ All Original Price: this key is used to recover all items original price. Operation steps: click All Original Price→input number→click “OK”
※ Tip: this key is used to give the extra money to the seller. Operation steps: click tip→input tip number →click “OK”
※ Surcharge(%):this key is used to pay for the surcharge(for percent) Operation steps: click Surcharge(%)→input number→click “OK”
※ Other Charge: this key is used to pay for other charge. Operation steps: click Other Charge→input number→click “OK”
※ Note: this key is used to add some receipt note. Operation steps: click Note→input receipt note→ click enter
※ Void All Items: this key is used to void all items. Operation steps: click Void All Items→click “OK”.
※ Dinner Mode: this key is used to change the dinner mode. Operation steps: click Dinner Mode→ choose the suitable dinner mode(delivery\take away\dine in)
※ Time Based PLU: this key is used to search the members’ transaction on Time based PLU. For example: member A borrowed the bicycle ,click Time Based PLU ,input the member number and click OK, the interface will show you the record, if you return it back on time, click “return” or click “revert to sale”.
※ Temporary Product: this key is used to add the new PLU to sell.
※ Ordering Sequence Modify: this key is used to modify the ordering sequence.
※ Pre-Print Receipt: this key is used to pre-print the receipt.
※ Duplicate Kitchen List: this key is used to duplicate the kitchen list.
※ Last Receipt: click this key to reprint the last receipt.
※ Sales Refund: click this key to refund the item. Before use this function ,you should go to back office →plu→default value→tick “allow sales refund” or this function cannot be used. Then you can go back POS interface to choose the number of the refund item or input the date and item number on the right of the interface by hand ,click ok ,then choose the refund item and the suitable payment method to finish the refund.
※ Point Exchange: click this to exchange the commodity according to the points.
※ View Transaction: click this to search the detail transactions.
※ Cash In And Out: click this to edit the information of the cash in and out.
※ Open Drawer: click this to open the connected drawer.
※ Rfid Manage: click this to manage the Rfid card.
※ Screen Capture: insert in the USB and then click this to capture the screen.
※ Power Off: click this to close the device.
※ Suspend: click this to come into standby mode, press the power on/off again ,the device come to work again.
※ Exit Application: click this to exit the application, the interface will return to the desktop.
※ Exit To Start Page: click this to return to the start page.
※ Exit: click this to return to the POS interface.

3.1.3. Make Payment

How to make payment is as below:





3.2. Basic Data Settings

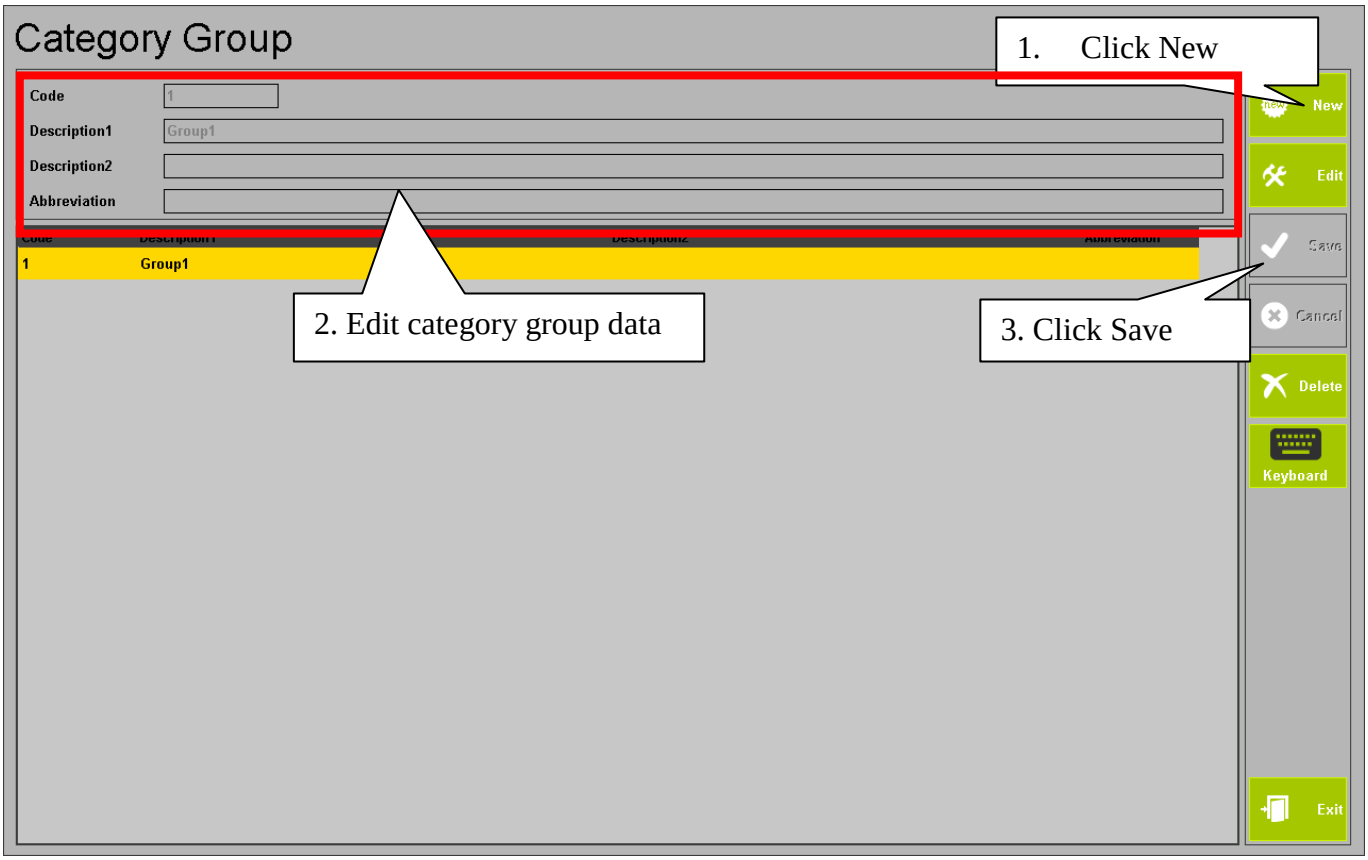
Click “Back office→Basic” to enter basic interface.

3.2.1. How to set Category and Category Group

Please refer to **Section 2.2.1 Edit Category**.

3.2.2. How to set Category Group

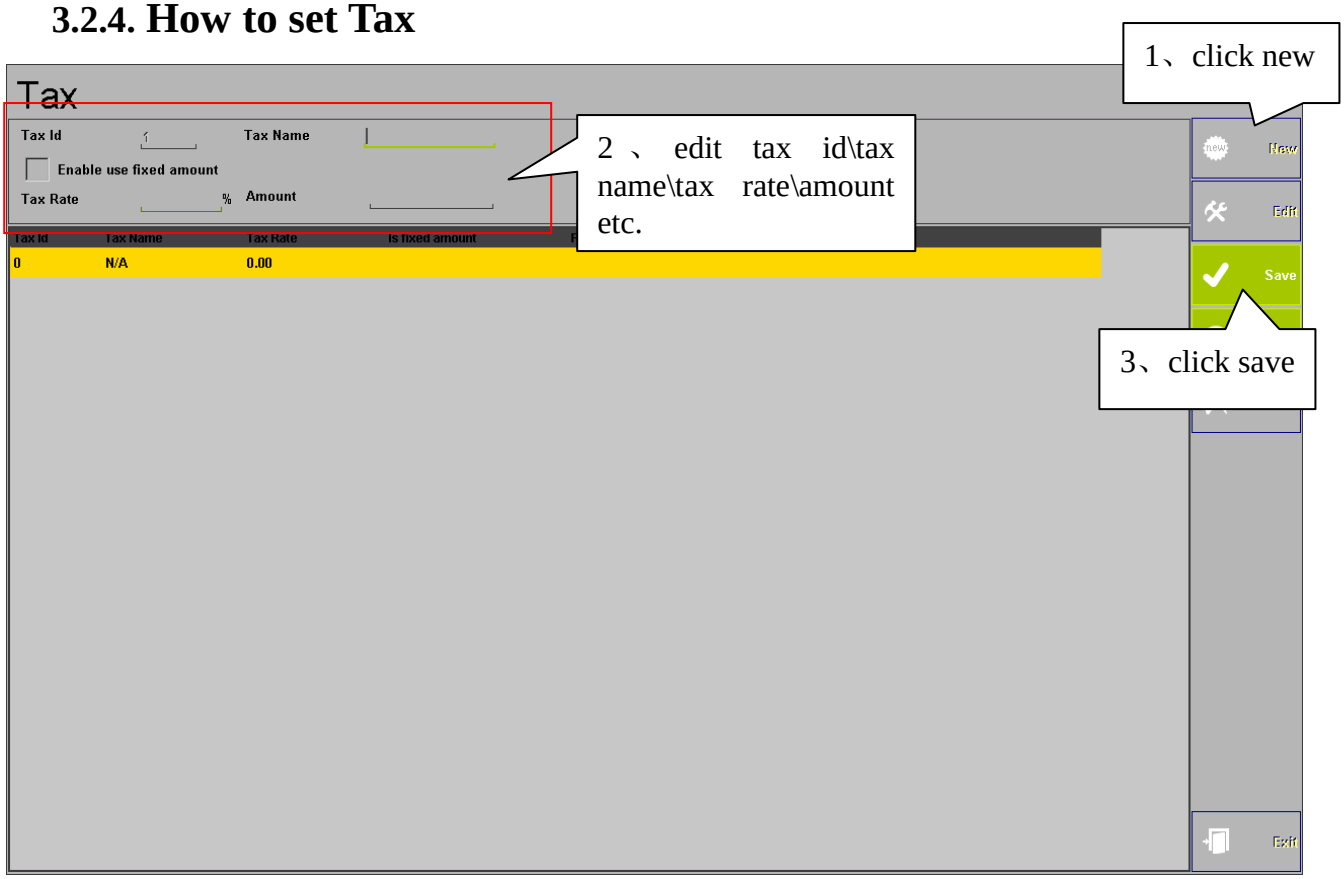
Enter to back office interface and click “Basic→Category Group” to add, edit and delete category group. The steps of adding category group are as following:



3.2.3. How to set Item Group

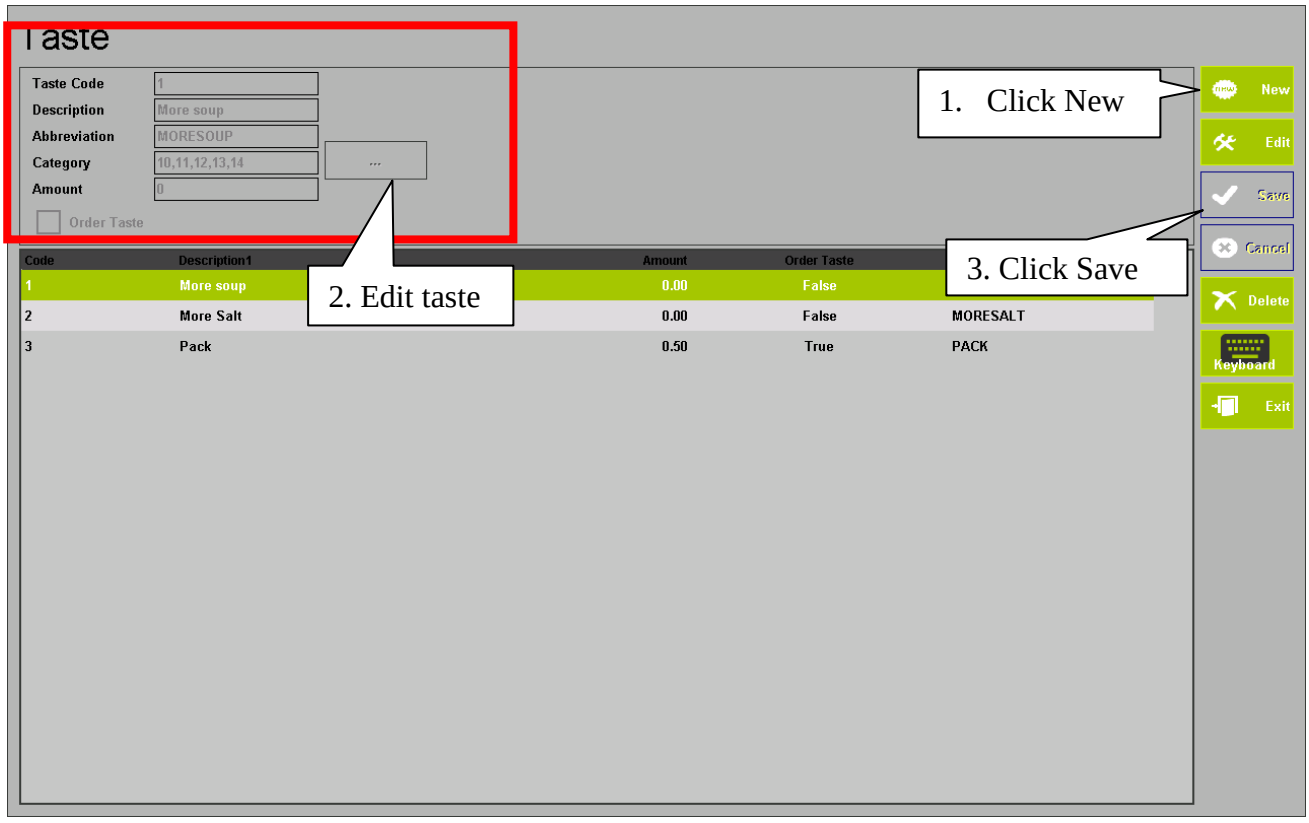
Please refer to the charter 2.2.5.

3.2.4. How to set Tax



3.2.5. How to set Taste

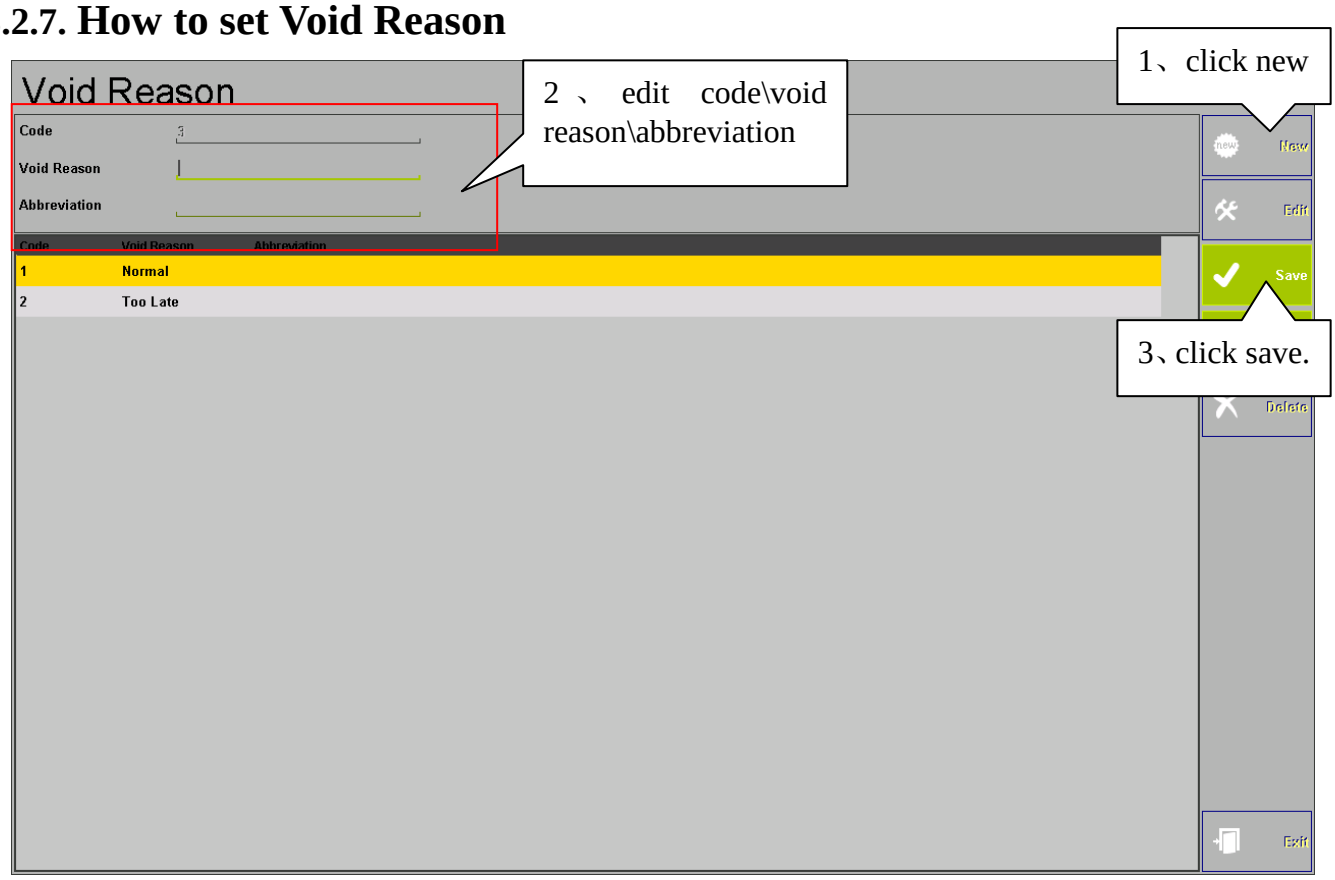
Enter to back office interface and click “Basic→Taste” to add, edit and delete taste.



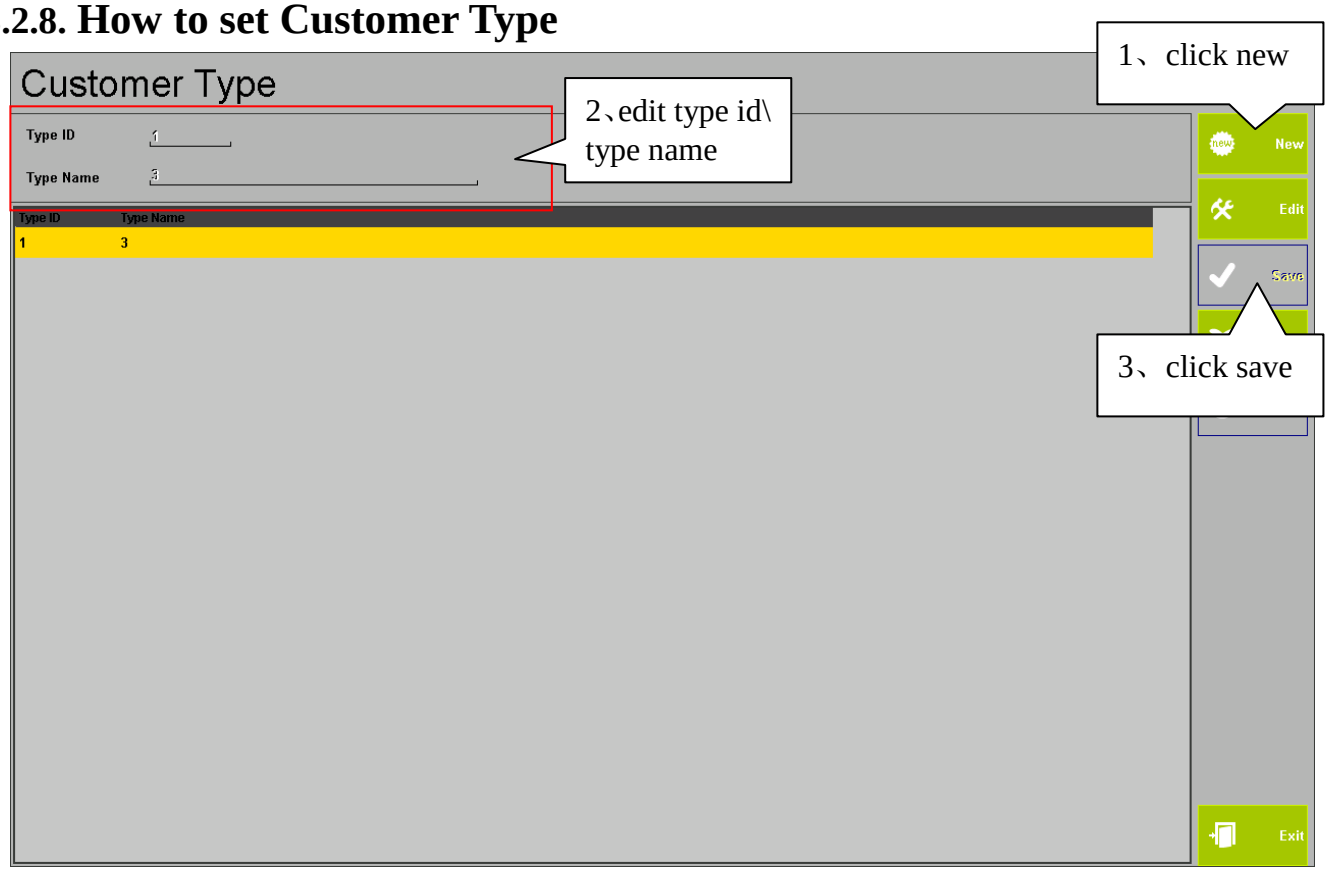
3.2.6. How to set Payment Method and Unit

The editing methods please refer to **Section 2.26 Payment Method** and **Section 2.27 Unit**.

3.2.7. How to set Void Reason

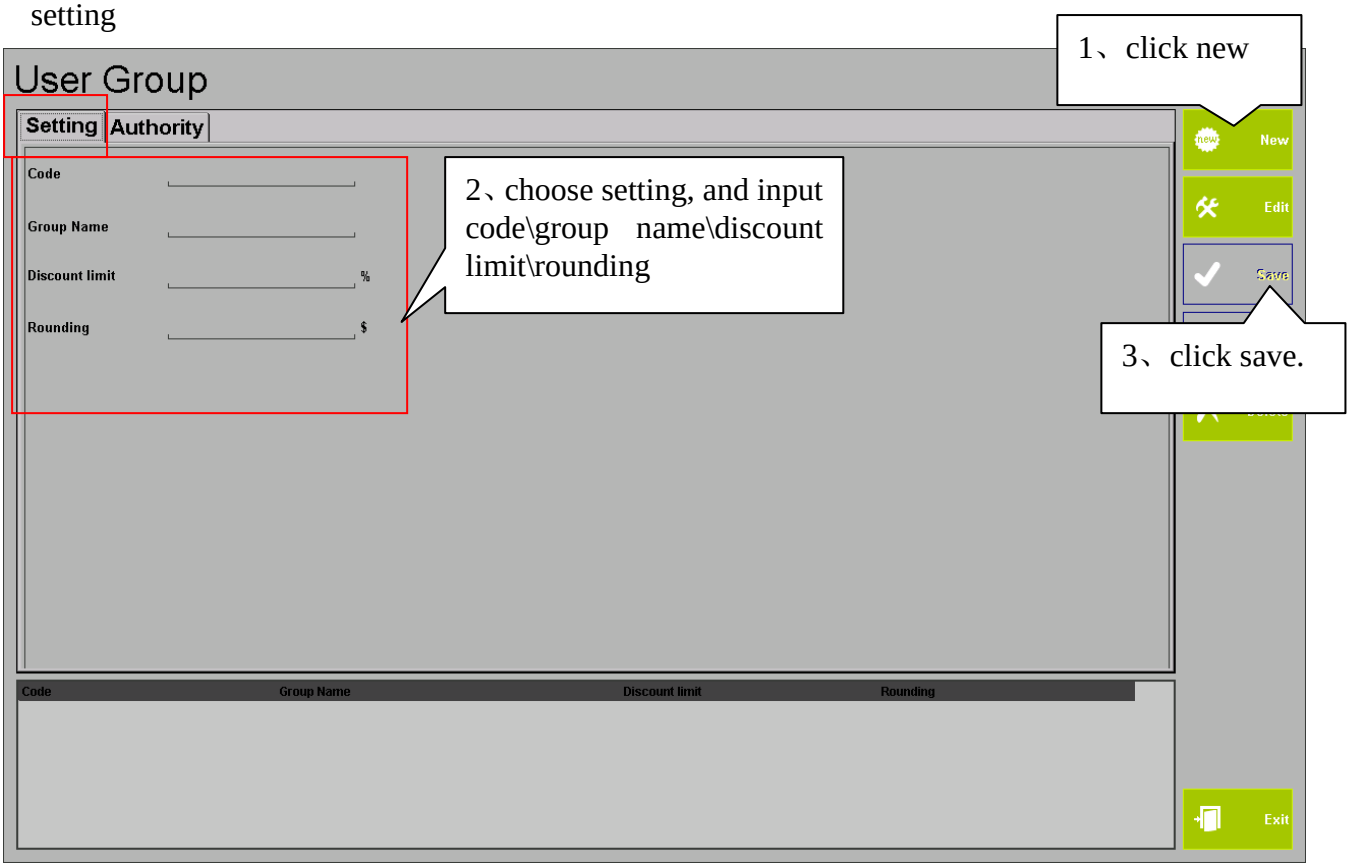


3.2.8. How to set Customer Type

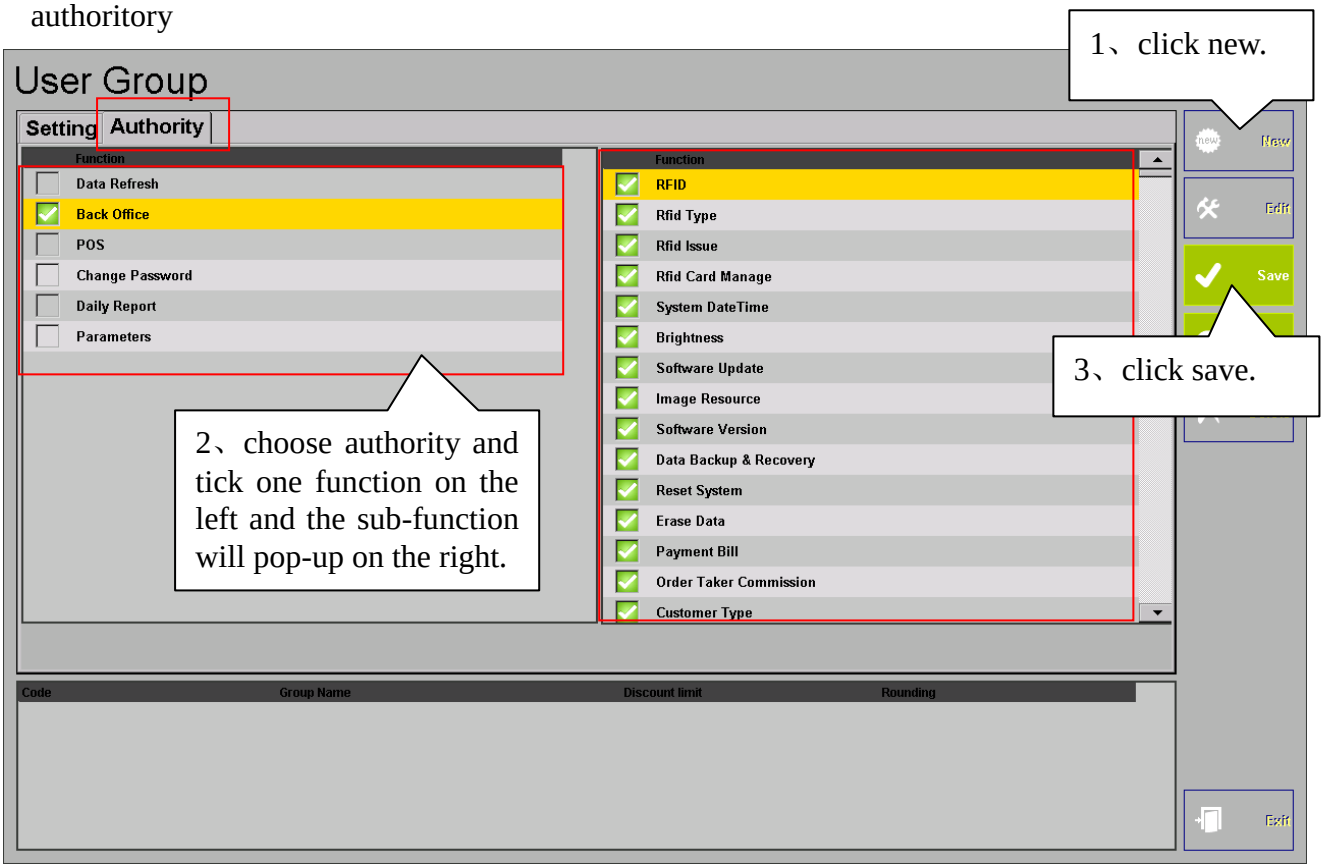


3.2.9. How to set User Group

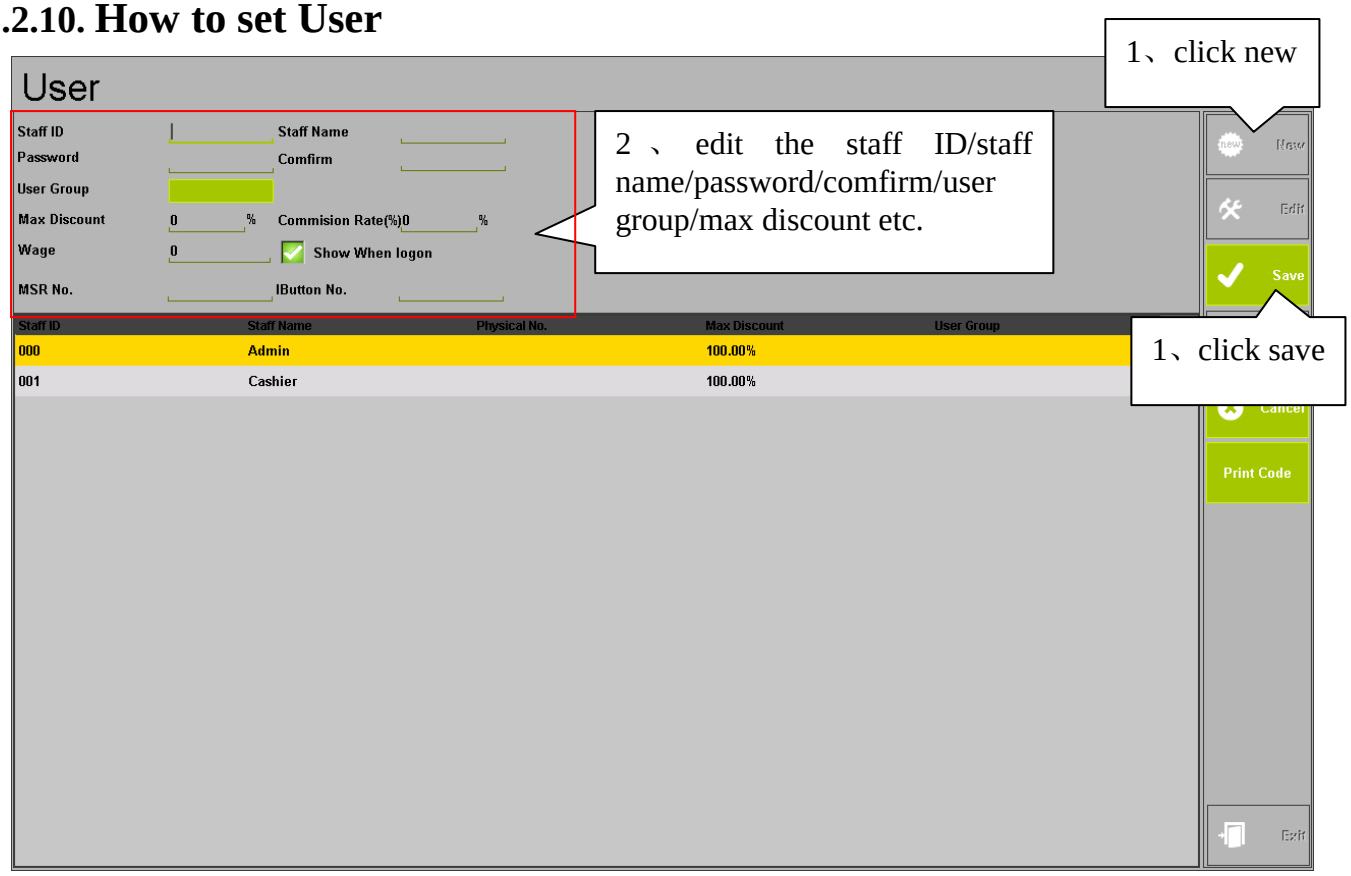
- setting



- authoritory

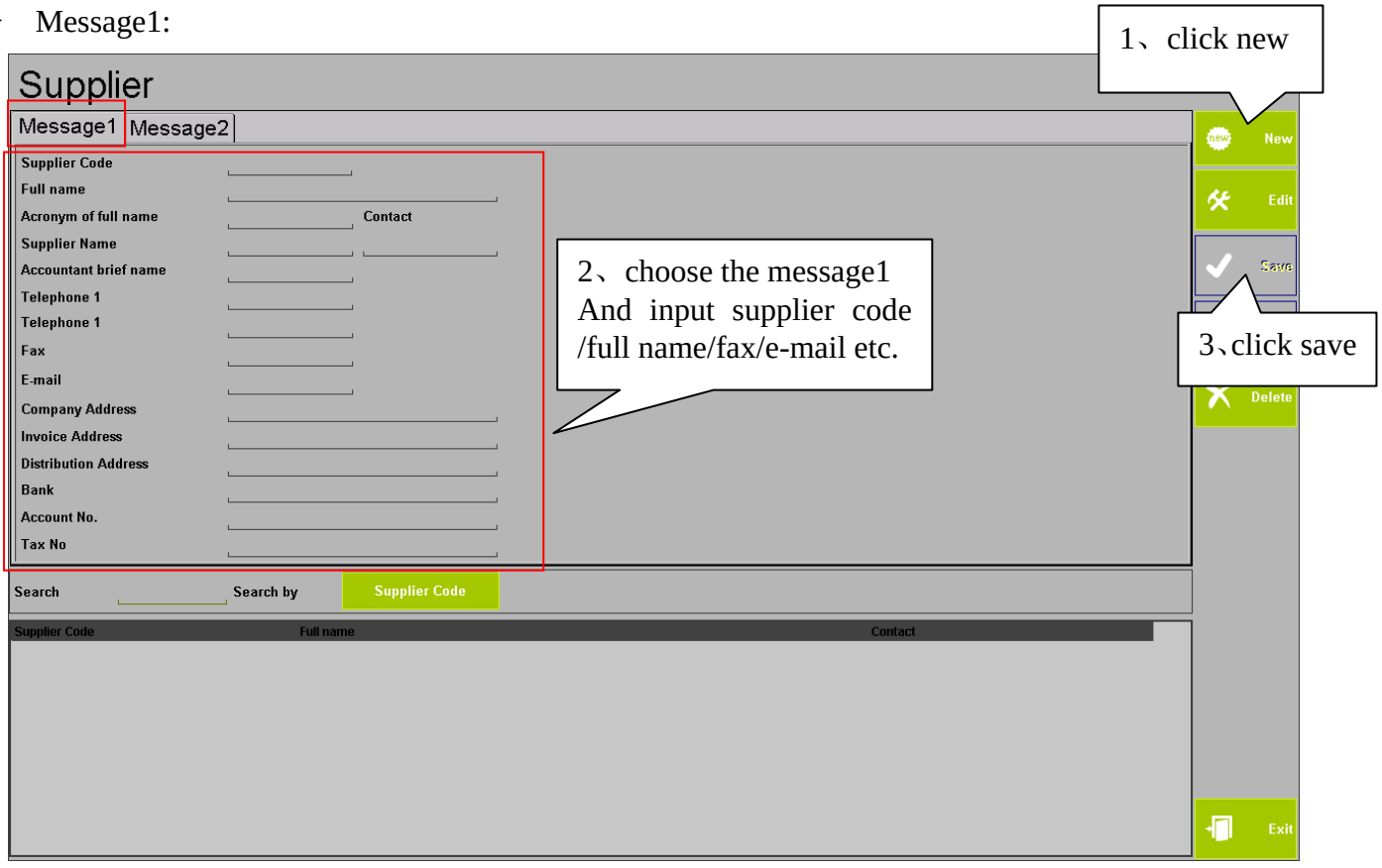


3.2.10. How to set User

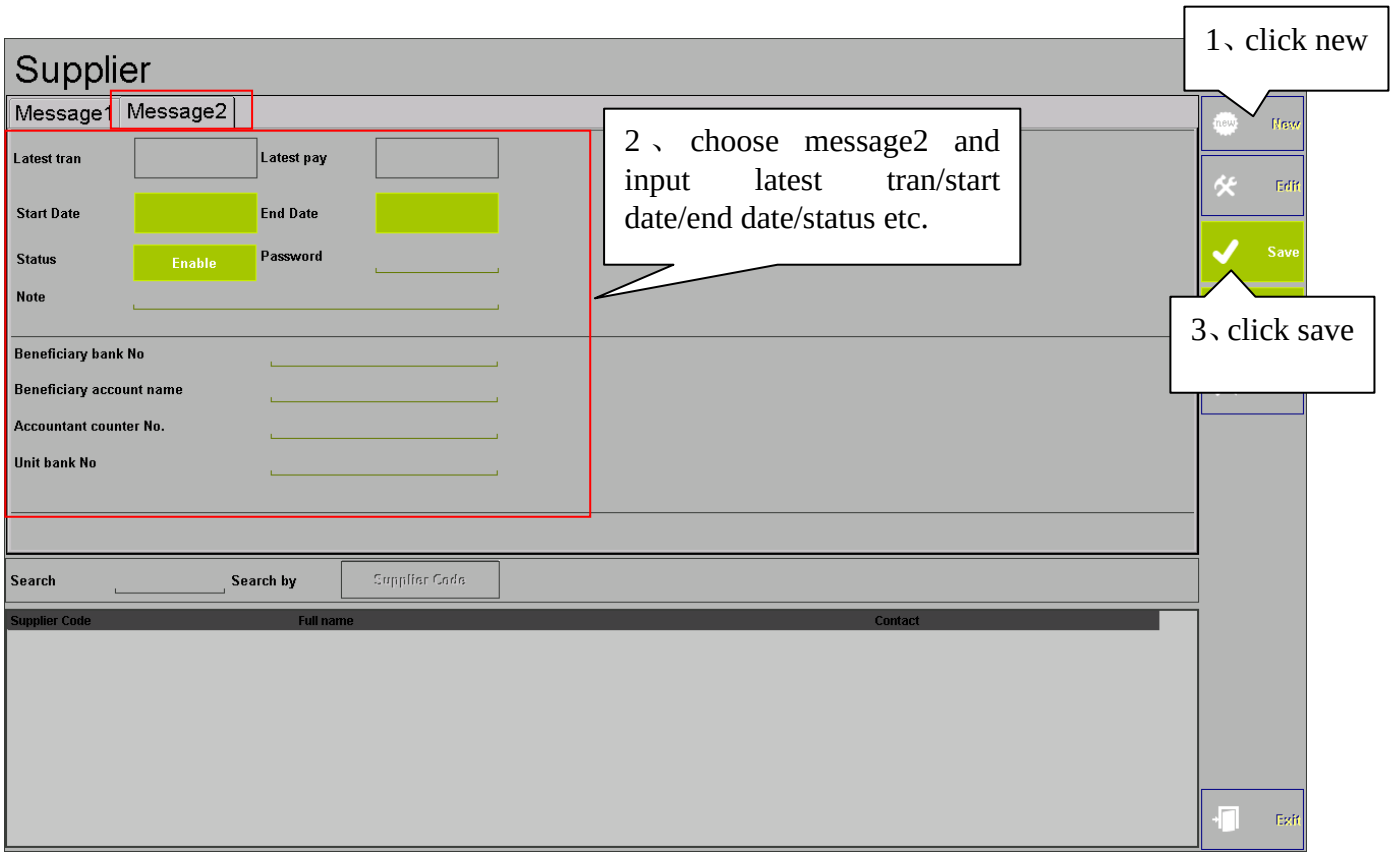


3.2.11. How to set supplier

- Message1:

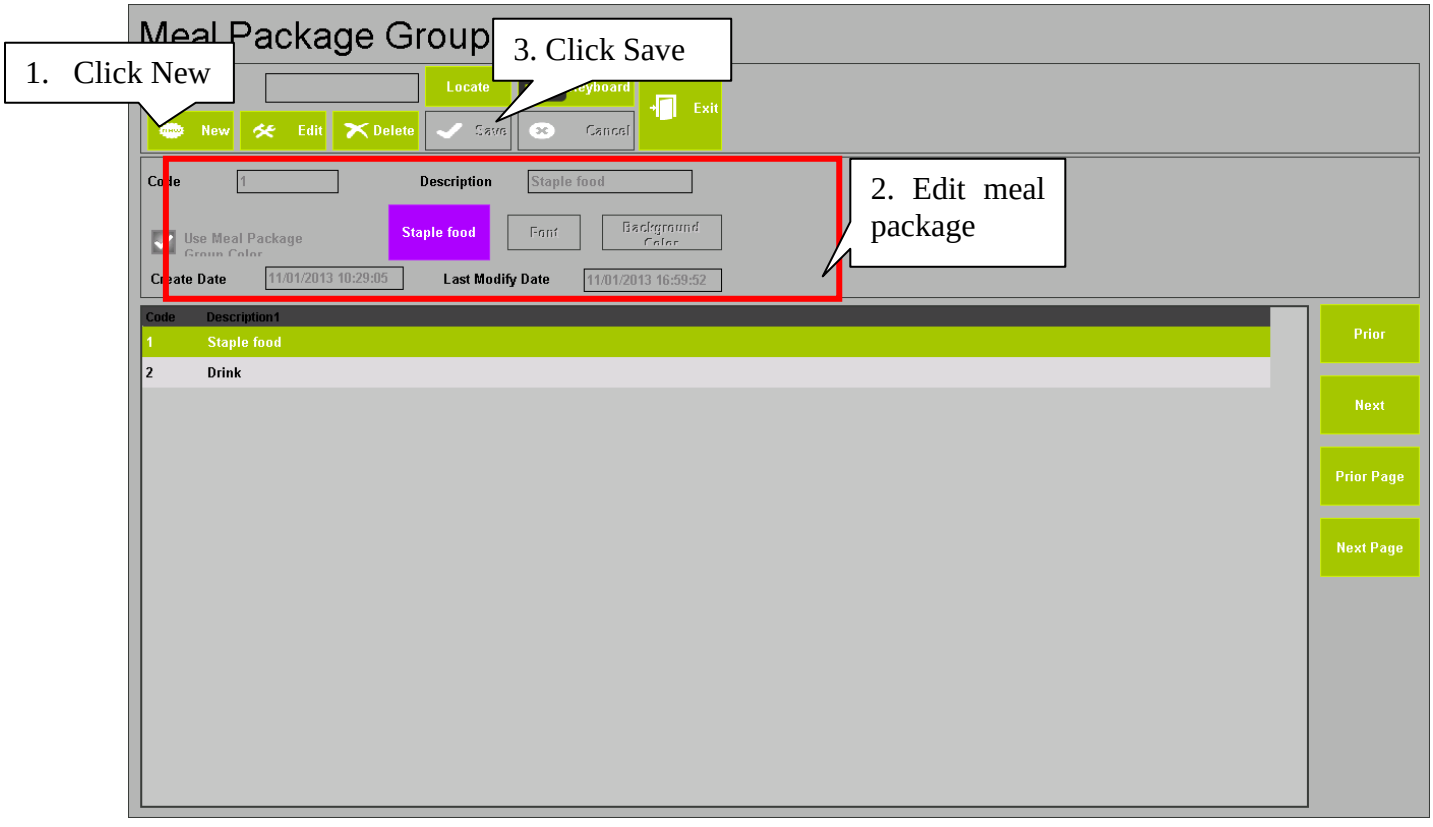


➢ Message2:



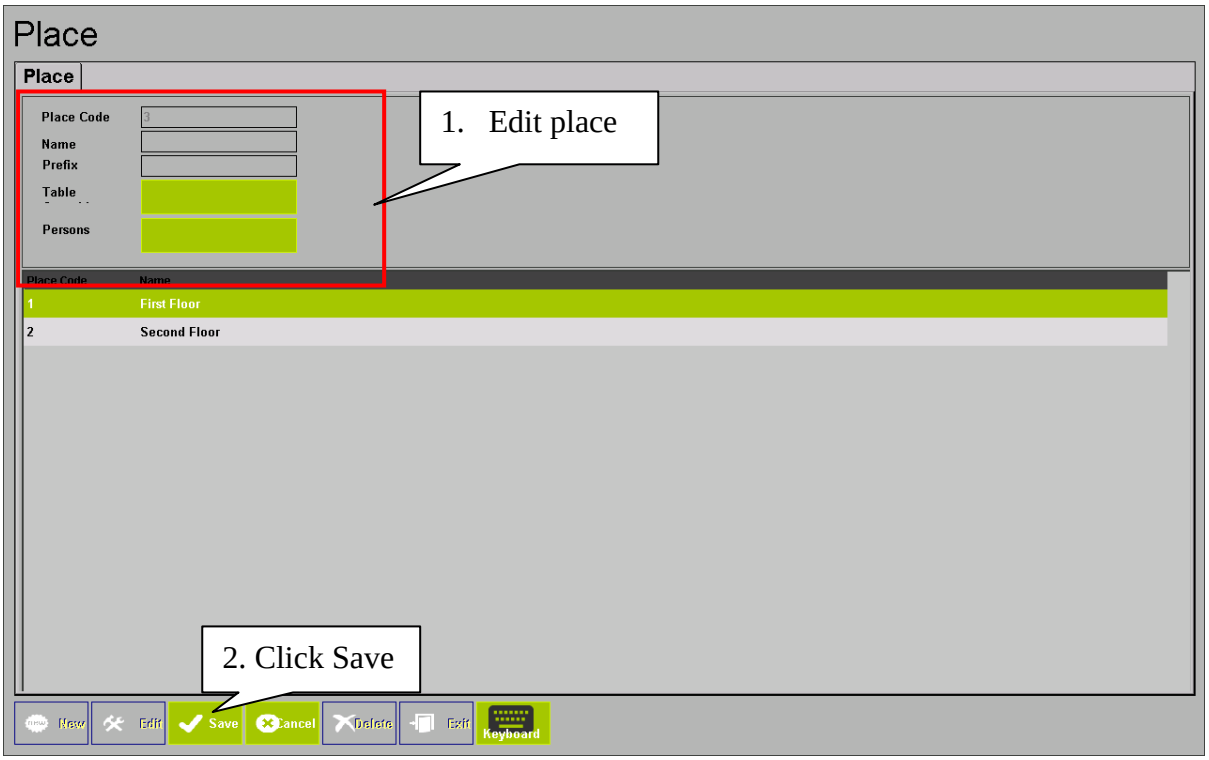
3.2.12. How to set Meal Package Group

Enter to back office interface and click "Basic→ Meal Package Group" to add, edit and delete meal package group data.

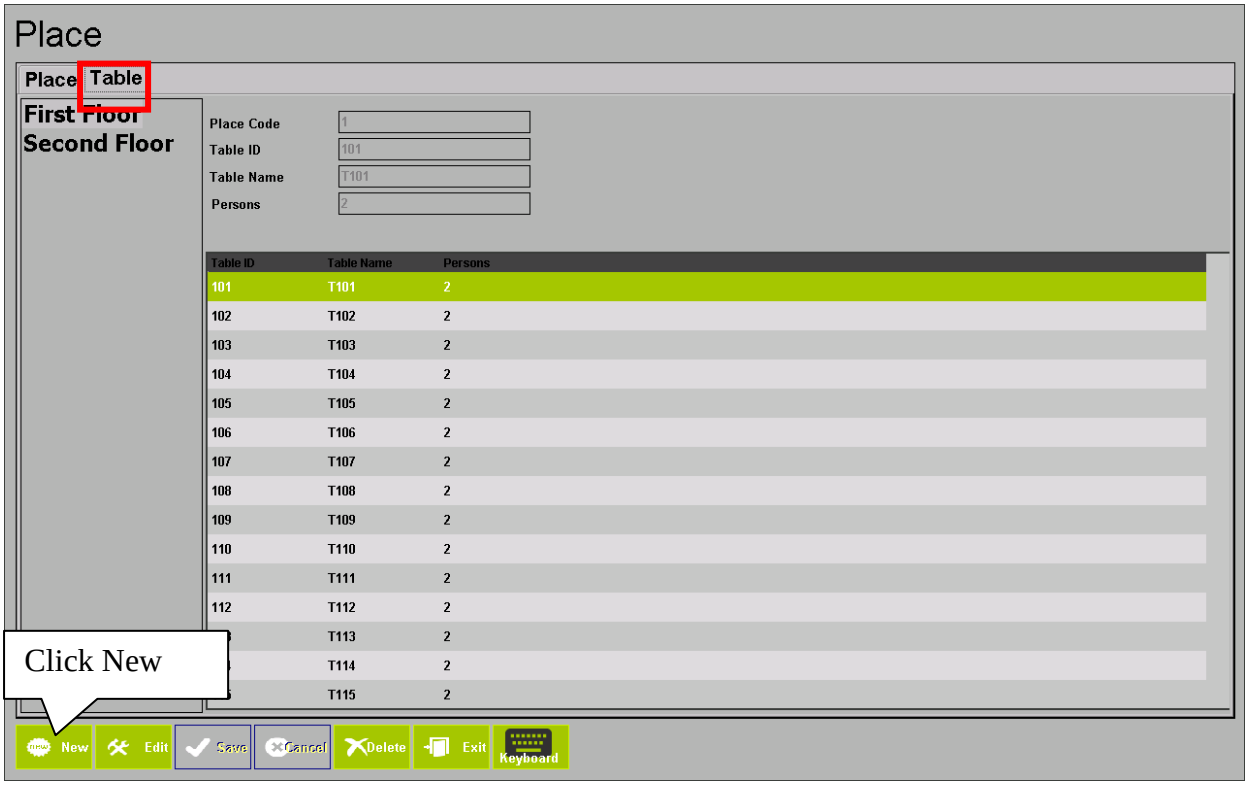


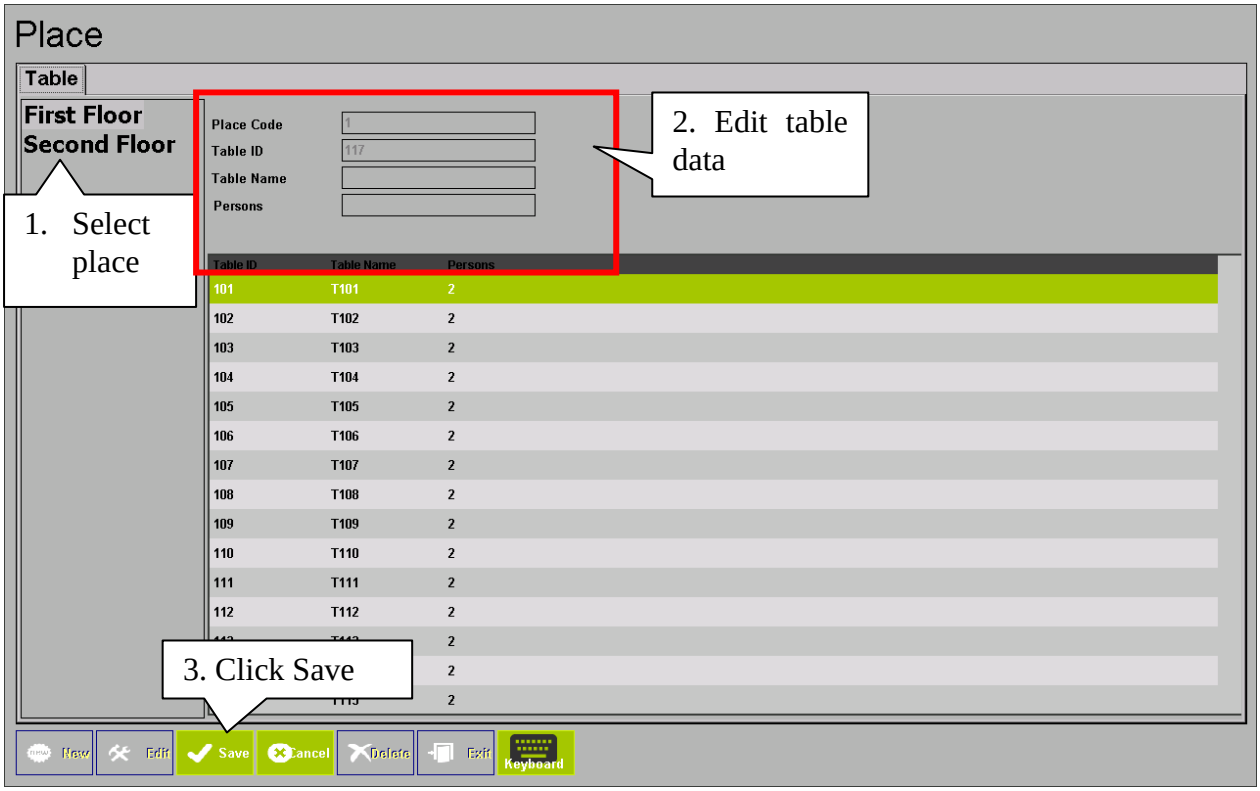
3.2.13. How to set Place

Enter to back office interface and click “Basic→Taste” to add, edit and delete place.



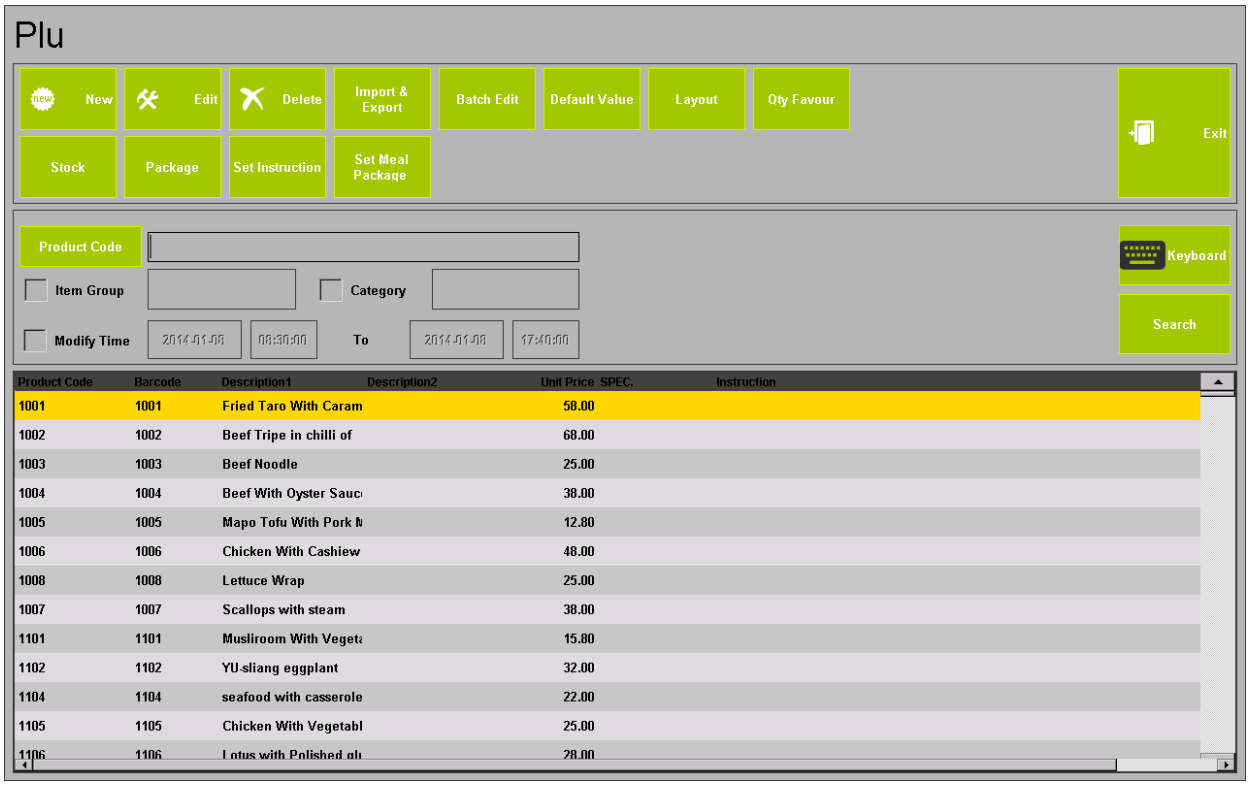
The steps to edit table information are as below:





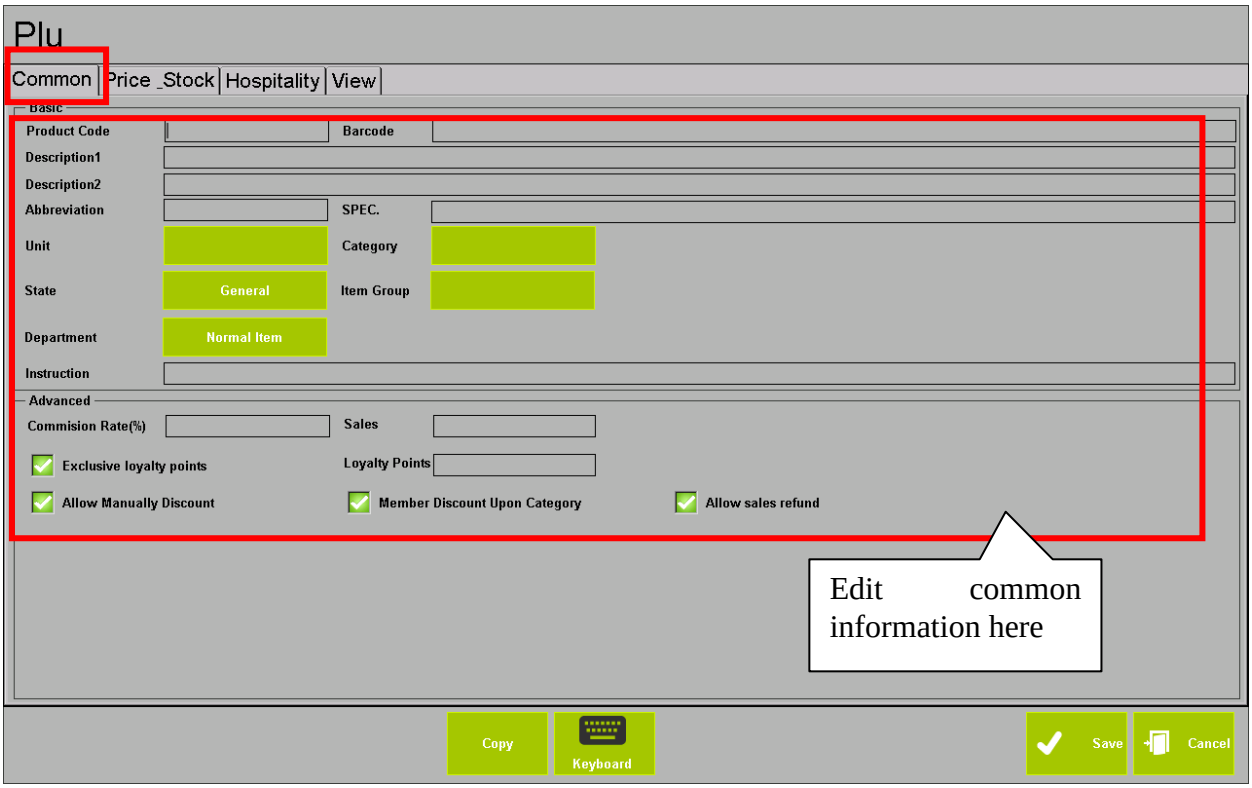
3.2.14. How to set PLU

Enter to back office interface and click “Basic→PLU” to add and edit PLU data.

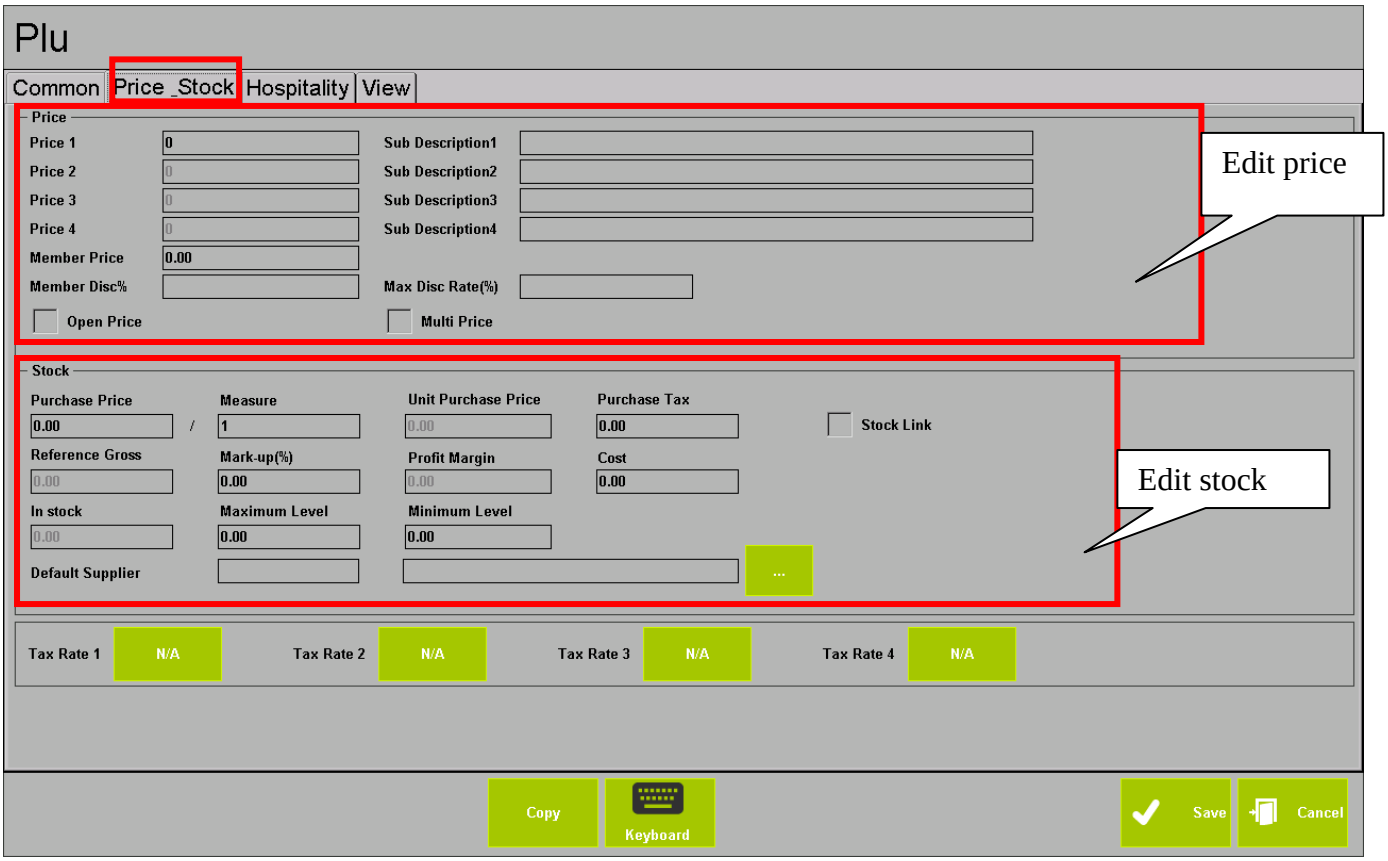


3.2.14.1. How to Add New PLU

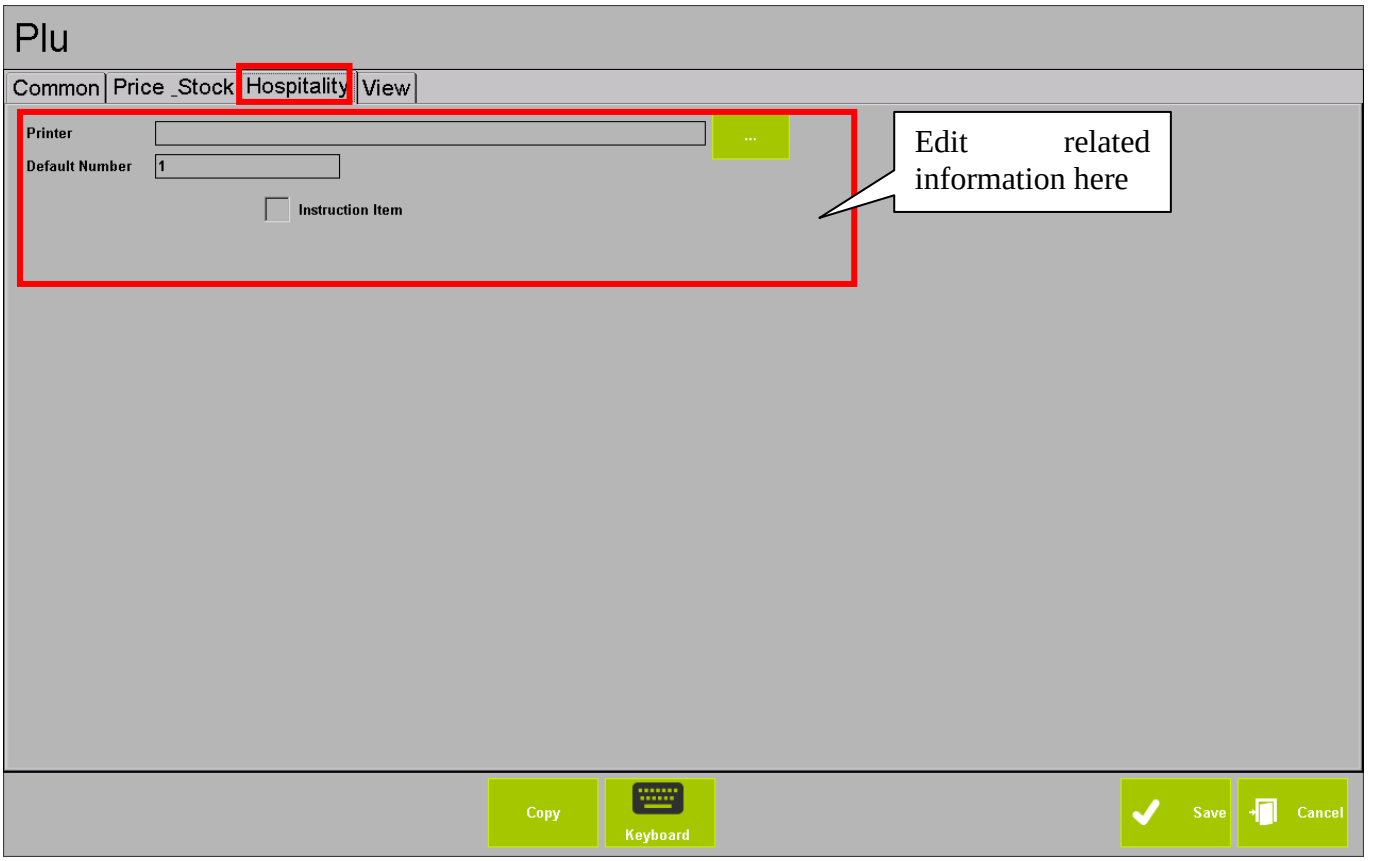
In plu interface,Click New to edit new PLU data.
First step: set Common information.



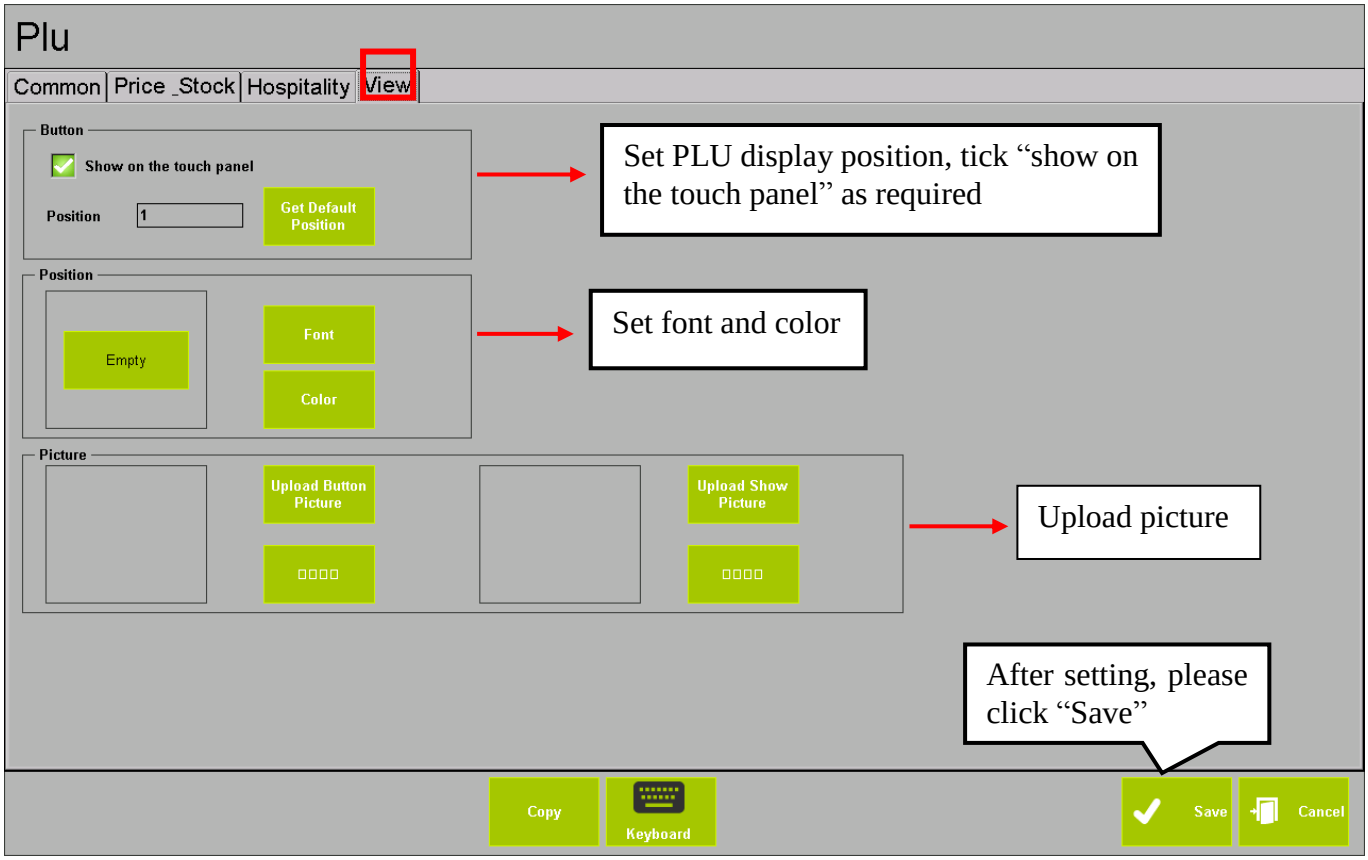
Second step: set price and stock.



Third step: set hospitality

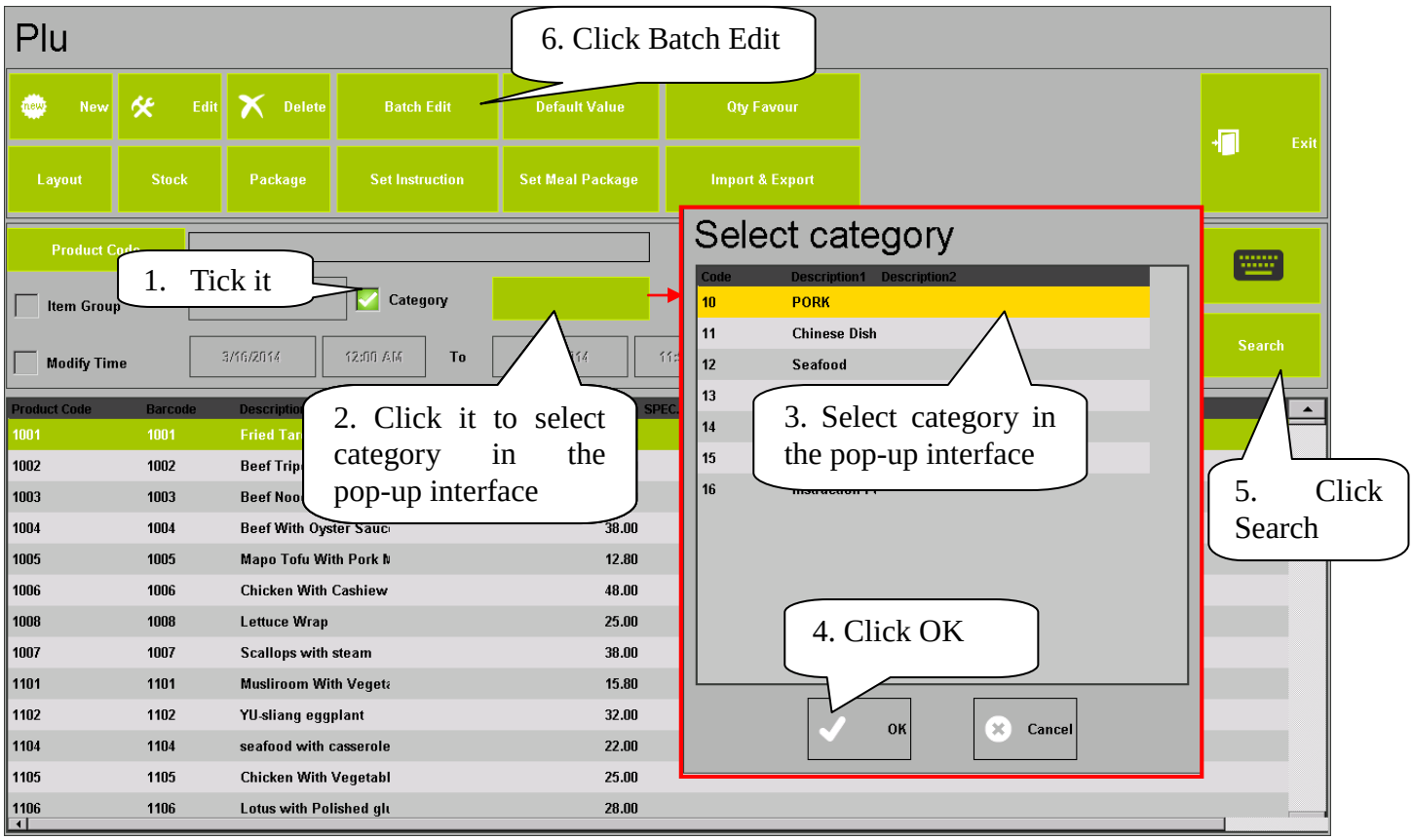


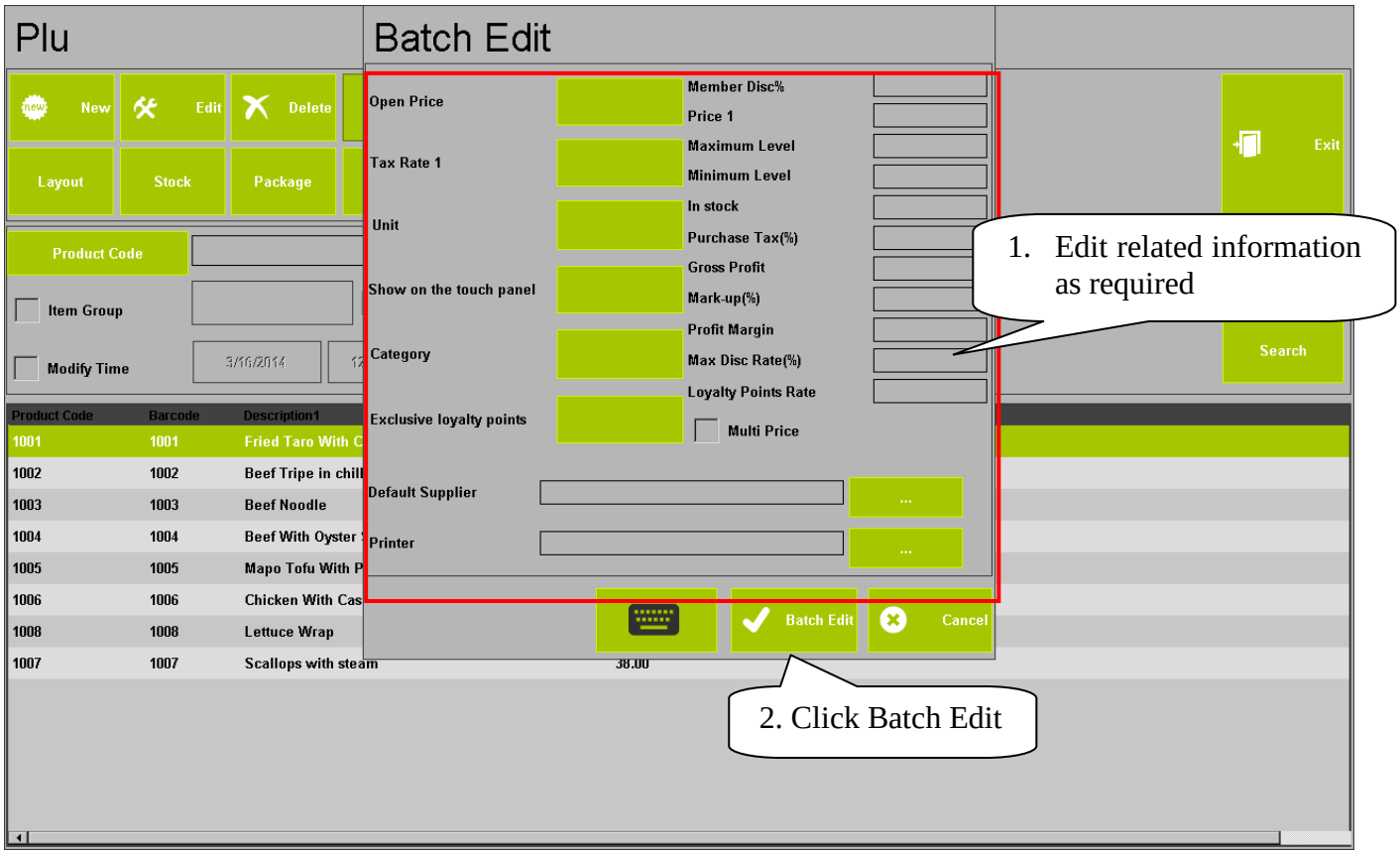
Fourth step: set view



3.2.14.2. How to Batch Modify

In the PLU interface, select Category firstly to select the PLUS you want to batch modify and click Batch Edit as followings. But if you want to batch modify all PLUs, just click Batch Edit.



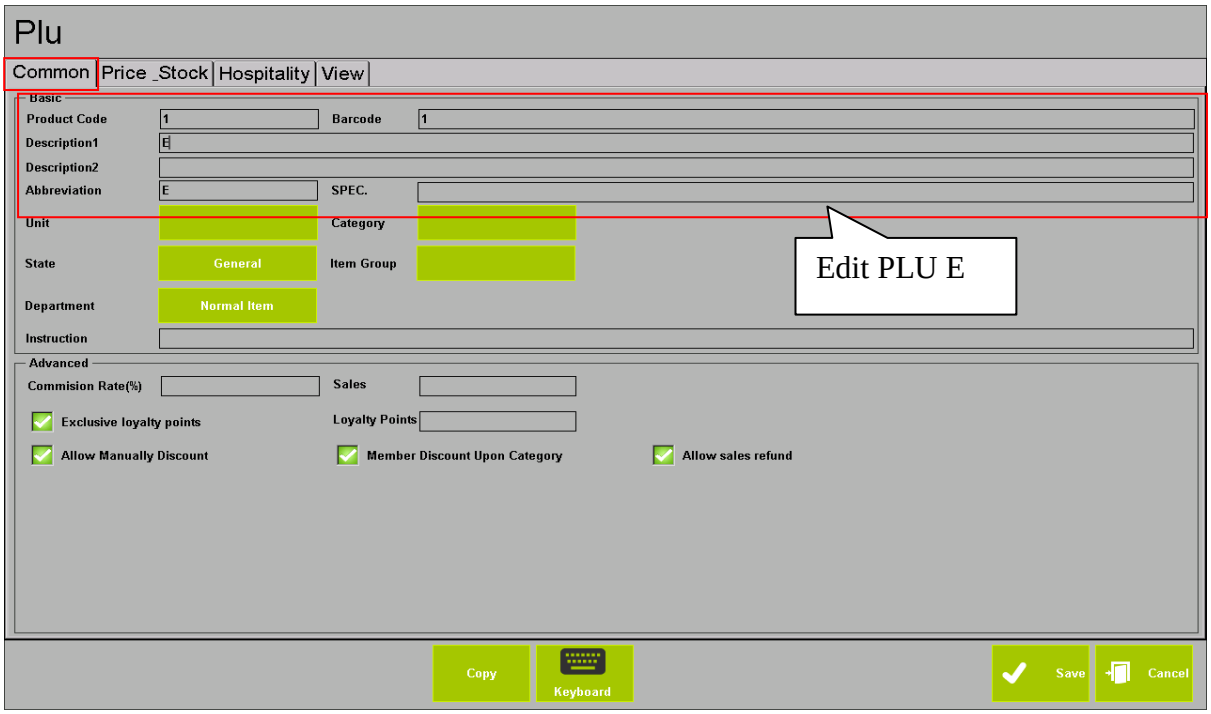


3.2.14.3. How to set Instruction Plu

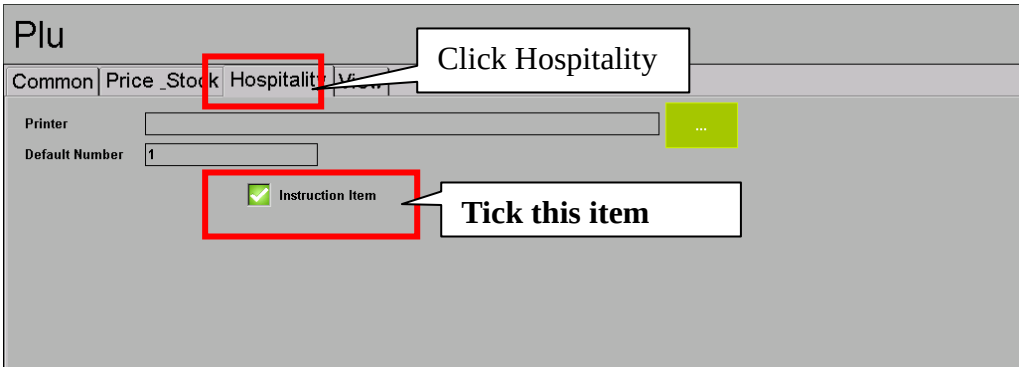
Instruction, that is cooking method. For example, PLU A has many cooking method, such as steam, braise, and poach. The customers can choose different cooking method as their favor.

Instruction settings description:

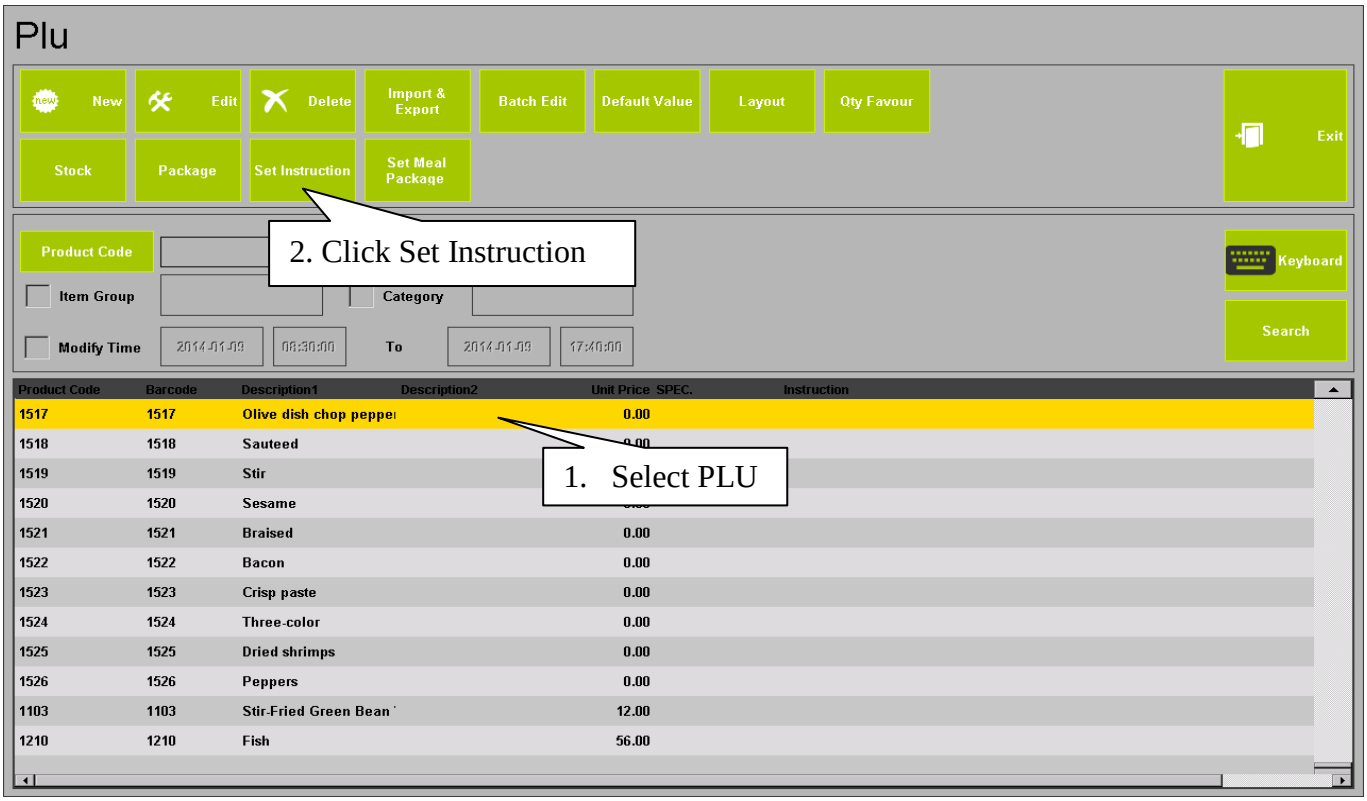
a) Cooking methods should be set as PLU firstly (**cooking method cannot be set to show on the touch panel**). For example, set cooking method E:
Enter to PLU interface and click New to add PLU E.

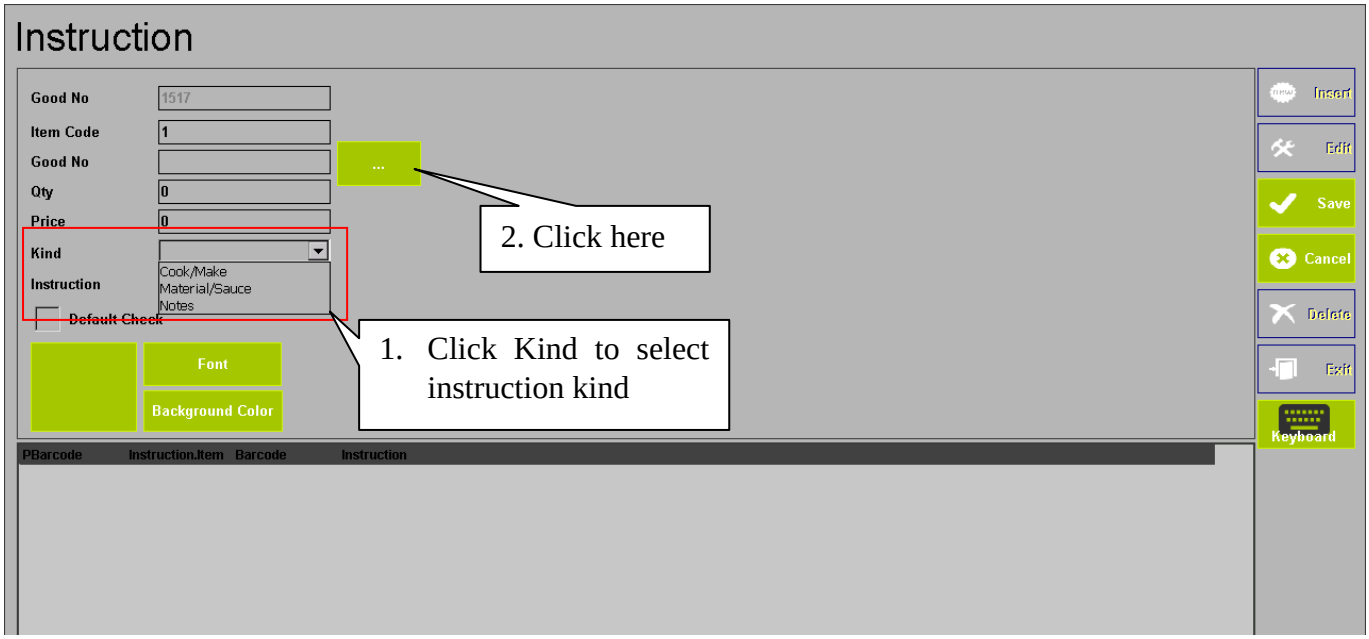


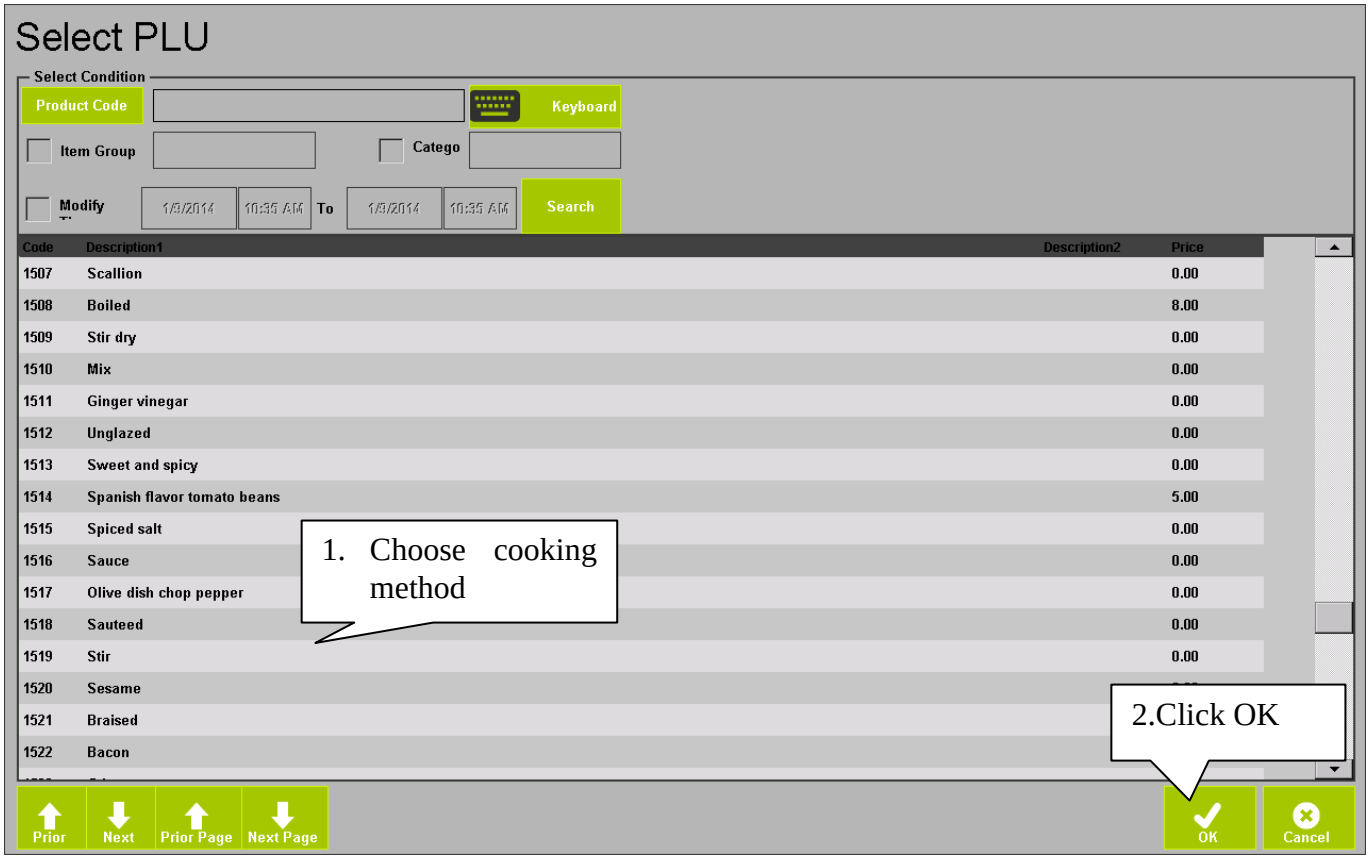
Instruction Item should be ticked in the hospitality tab as below:

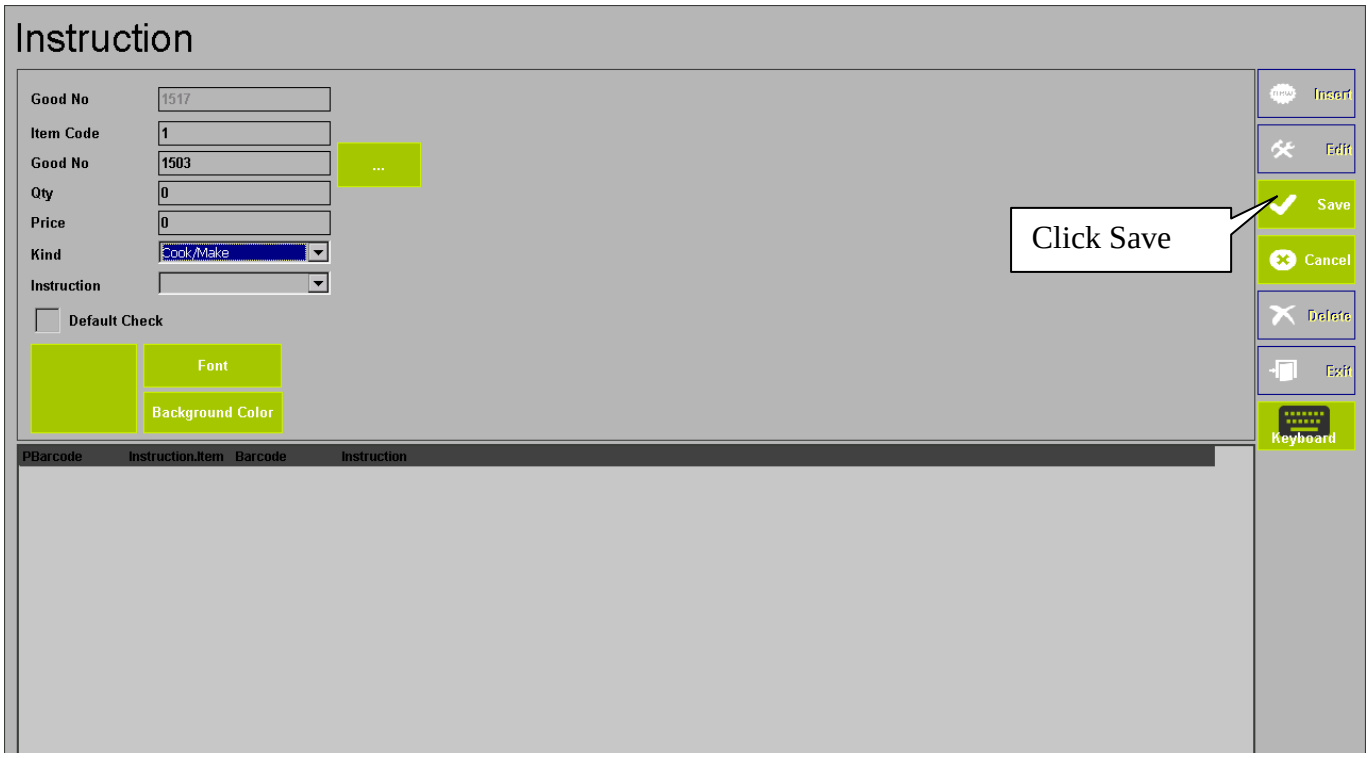


b) And then select the PLU in the PLU list, and click Set Instruction to edit.




Instruction
Good No
1517
Item Code
1
Good No
Qty
0
Price
0
Kind
Instruction
Cook/Make
Material/Sauce
Notes
Default Check
Font
Background Color
...
2. Click here
1. Click Kind to select instruction kind
Insert
Edit
Save
Cancel
Delete
Exit
Keyboard
PBarcode
Instruction.Item
Barcode
Instruction


Select PLU
Select Condition
Product Code
Keyboard
Item Group
Catego
Modify
1/9/2014
10:35 AM
To
1/9/2014
10:35 AM
Search
Code
Description1
Description2
Price
1507 Scallion 0.00
1508 Boiled 8.00
1509 Stir dry 0.00
1510 Mix 0.00
1511 Ginger vinegar 0.00
1512 Unglazed 0.00
1513 Sweet and spicy 0.00
1514 Spanish flavor tomato beans 5.00
1515 Spiced salt 0.00
1516 Sauce 0.00
1517 Olive dish chop pepper 0.00
1518 Sauteed 0.00
1519 Stir 0.00
1520 Sesame
1521 Braised
1522 Bacon
1. Choose cooking method
2.Click OK
Prior
Next
Prior Page
Next Page
OK
Cancel



c) And then you can select instruction when you return to POS interface to sell the edited PLU. The detail operations please refer to **Section 3.1.8Instruction**.

3.2.14.4. How to Set Meal Package

There are three subitems: fixed, replaceable and optional.

1） fixed item: It is fixed item of set meal and cannot be changed or replaced.

2） replaceable item: It is essential item of set meal, but it can be replaced.

3） optional item: It is not essential item. The customers can choose to have or not.

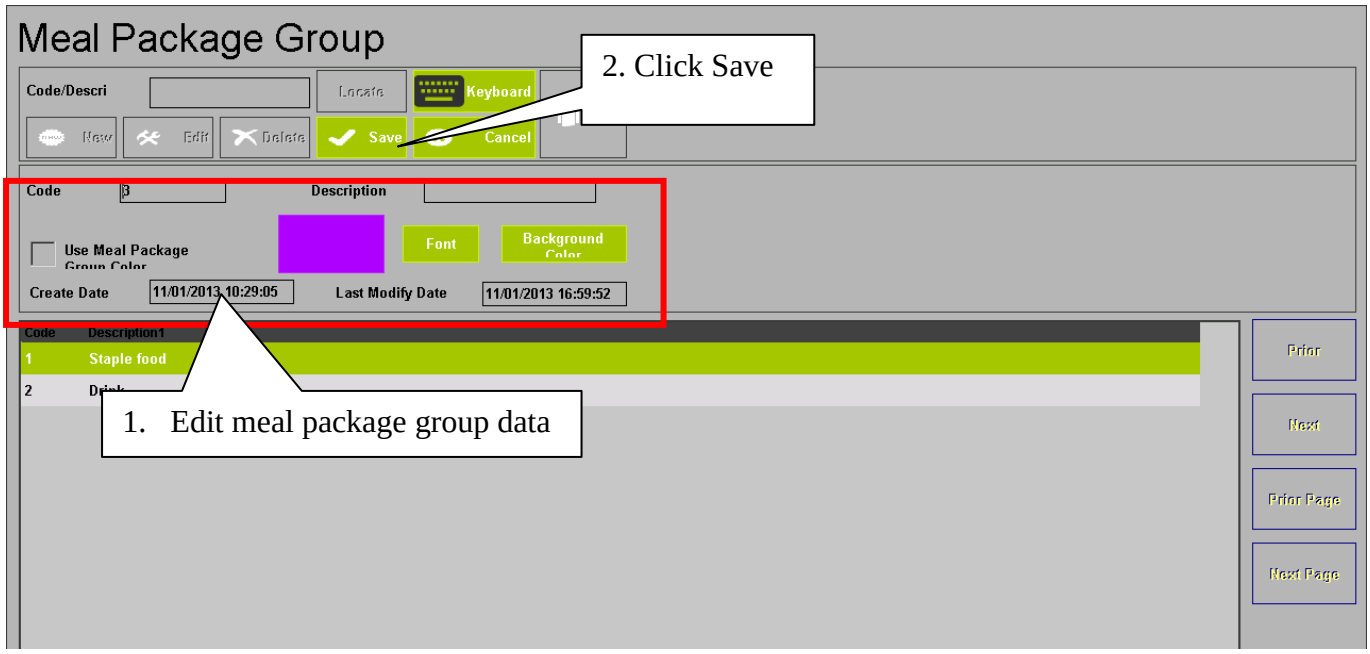
E.g. Filet steak set meal (filet steak+ Oinne Roll + Cream mushroom sauce+ fruit salad + coffee)

Filet steak and Oinne Roll can be set as fixed item.

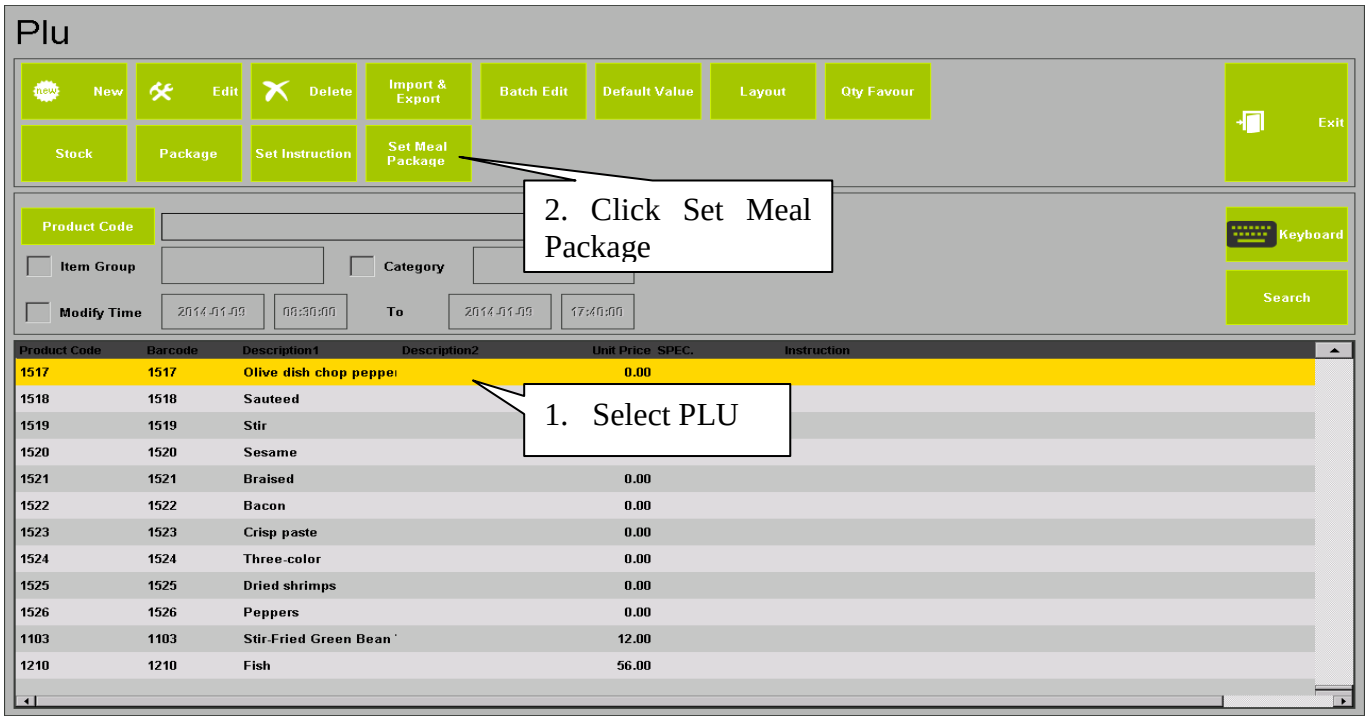
Cream mushroom sauce and fruit salad can be replaceable item. Customers can choose corn soup or other.

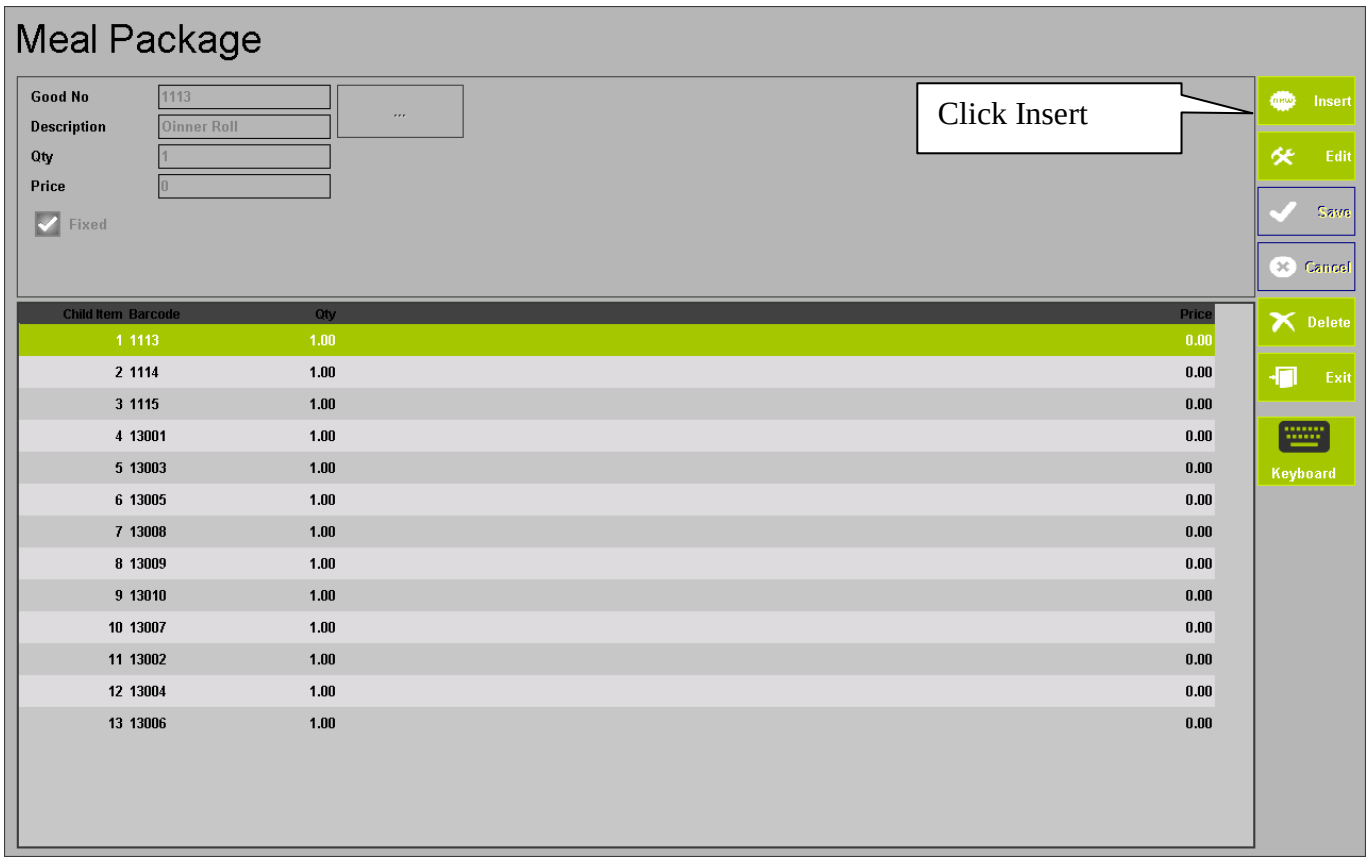
Note: If the replaceable item need to be set, the meal package Group should be set first. The steps are as following:

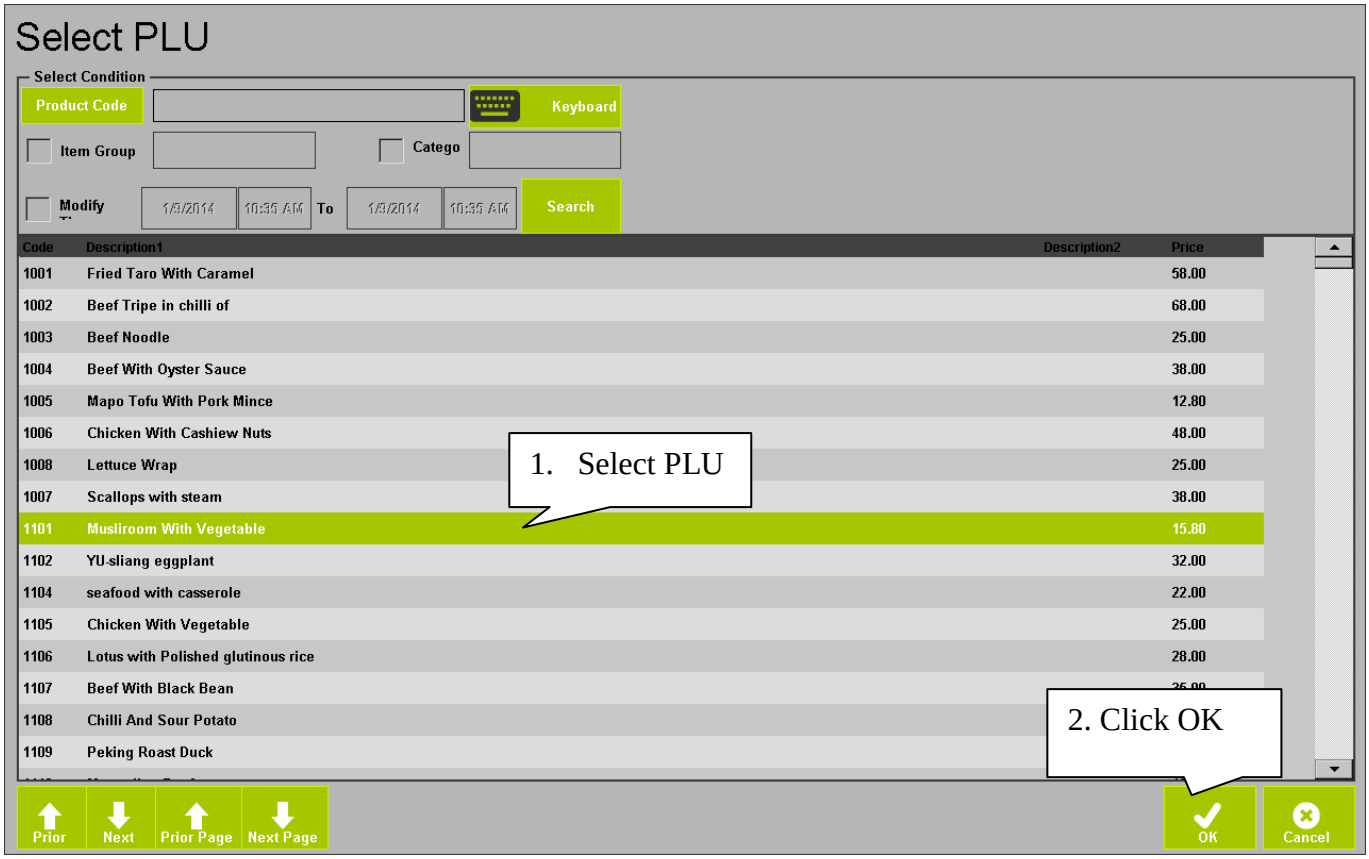
Enter to “Back Office” interface and click “Basic---Meal Package Group”, and then click “New”:



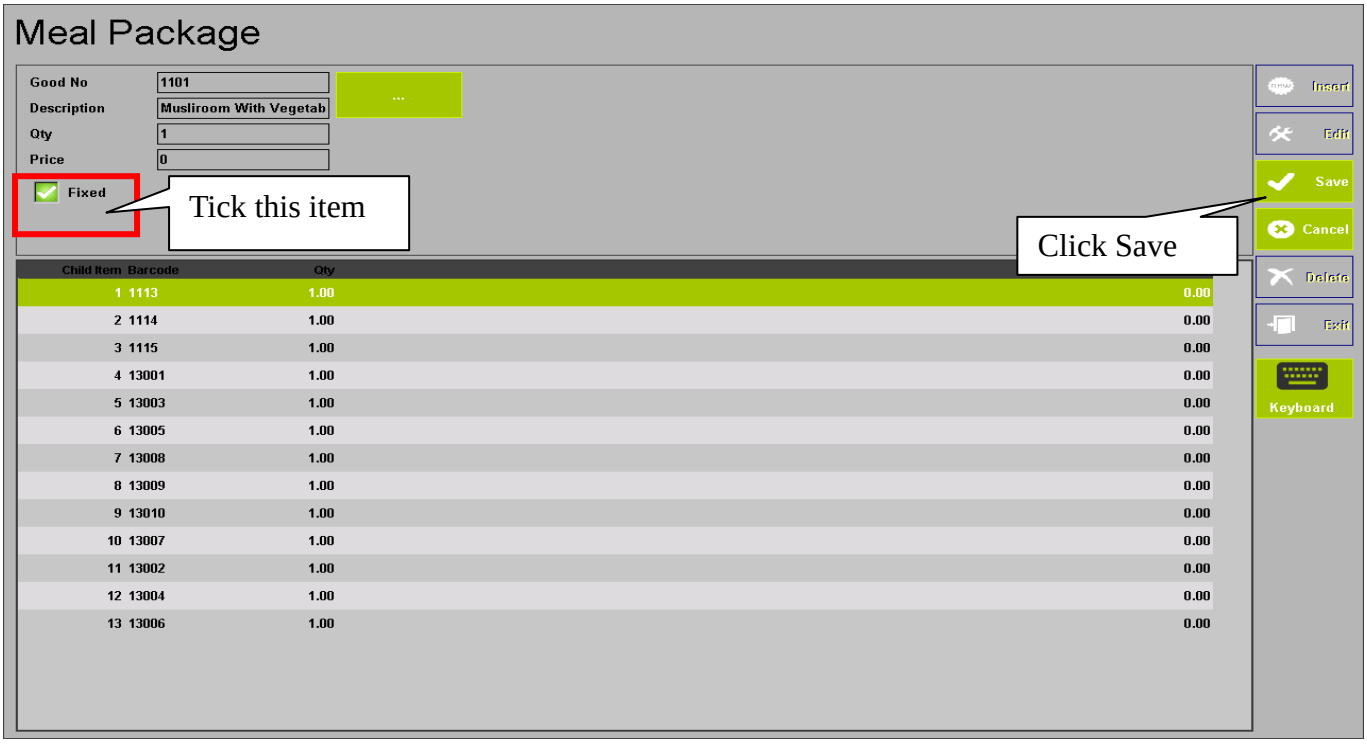
Set meal setting method is as below:
Enter to “Back Office” interface and click “Basic---PLU”:





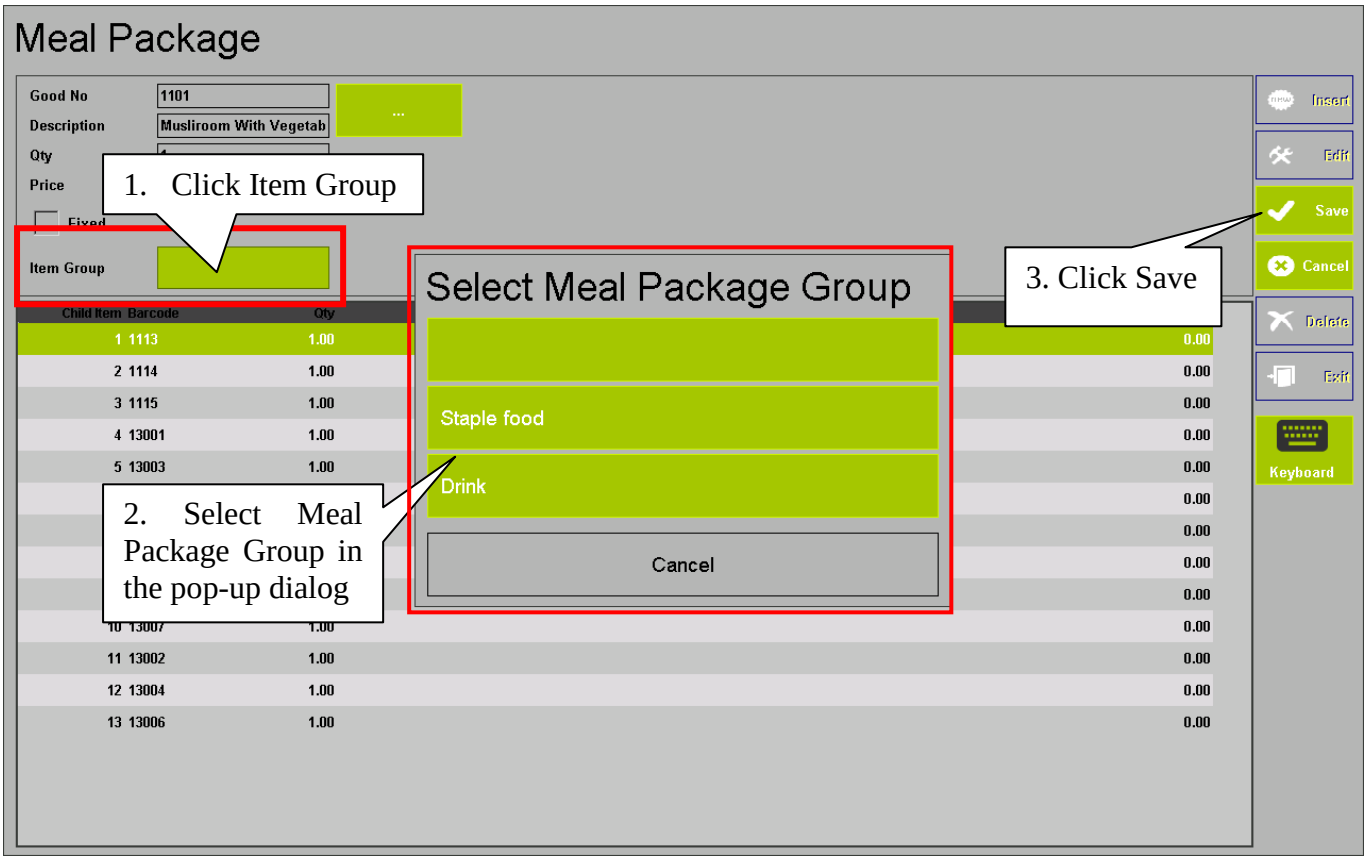


i. fixed item setting is as below:



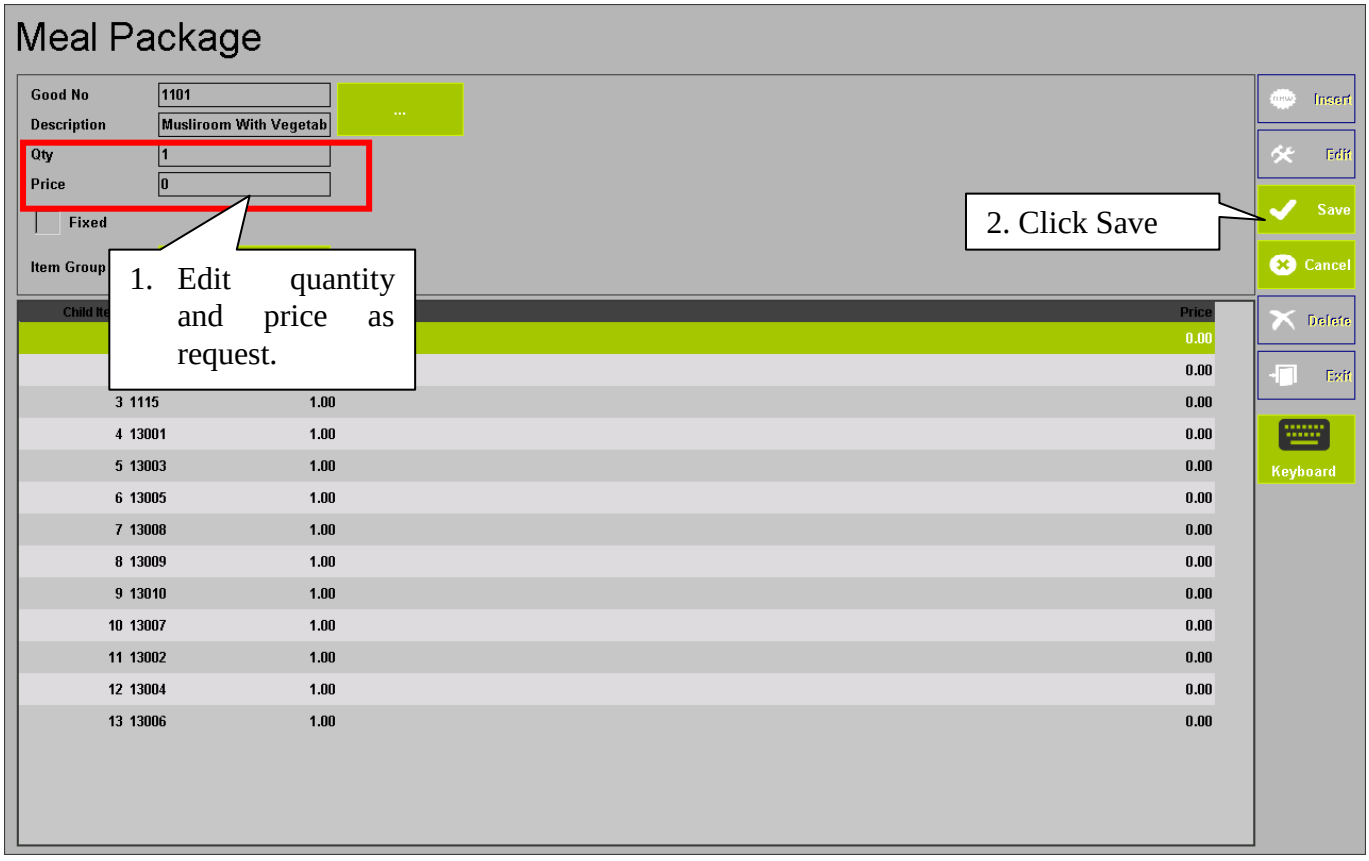
ii. Replaceable item setting is as below:

Note: Meal Package should be set first.



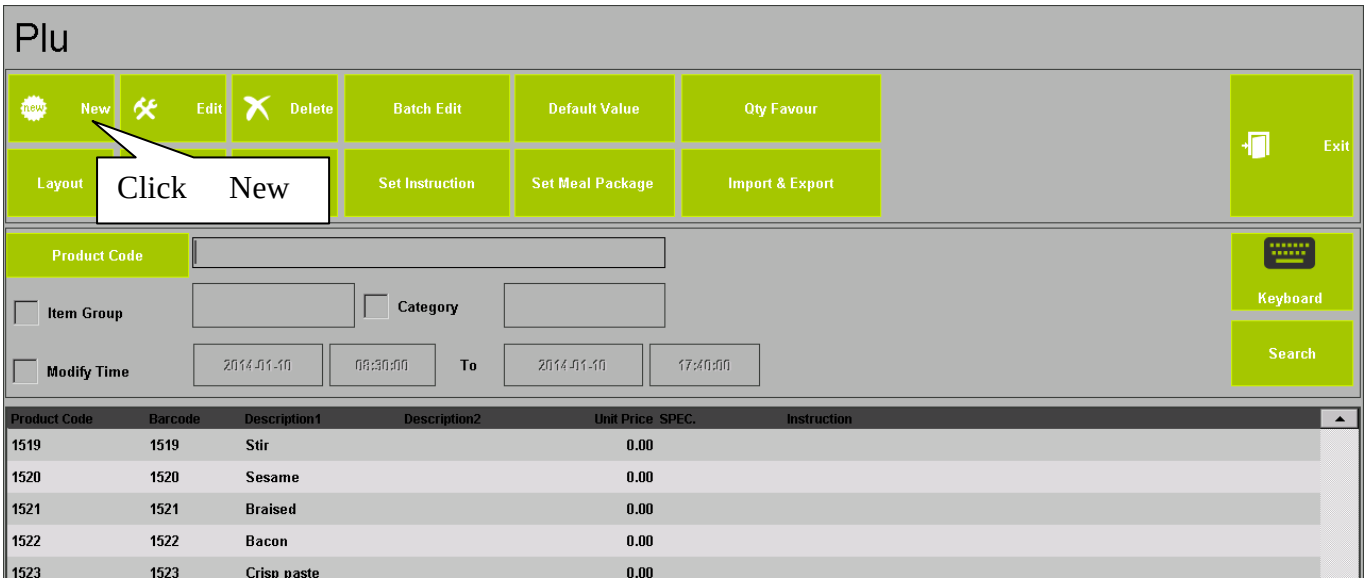
Repeat the above steps to set more replaceable PLUs.

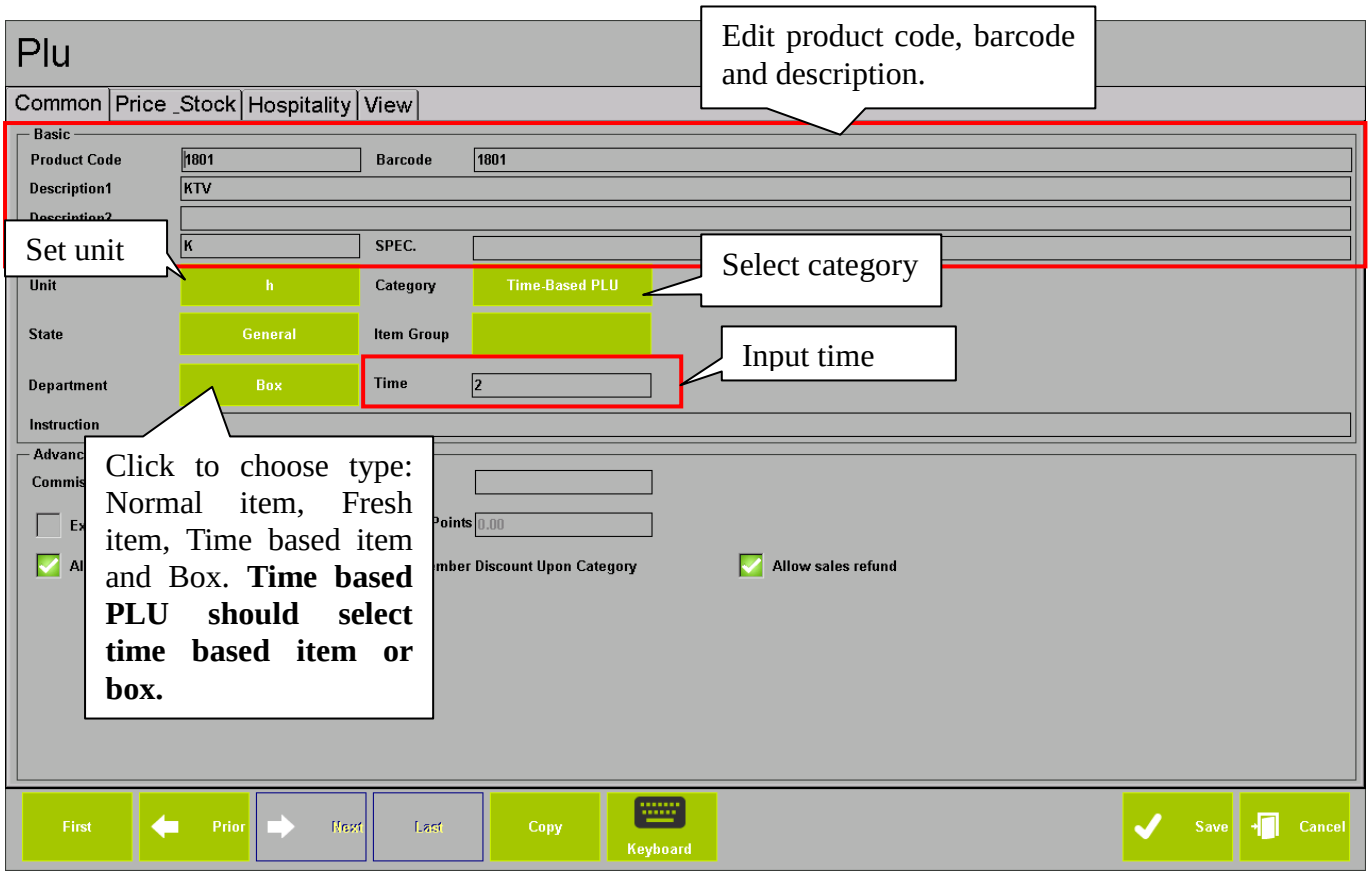
iii. Optional item setting is as below:



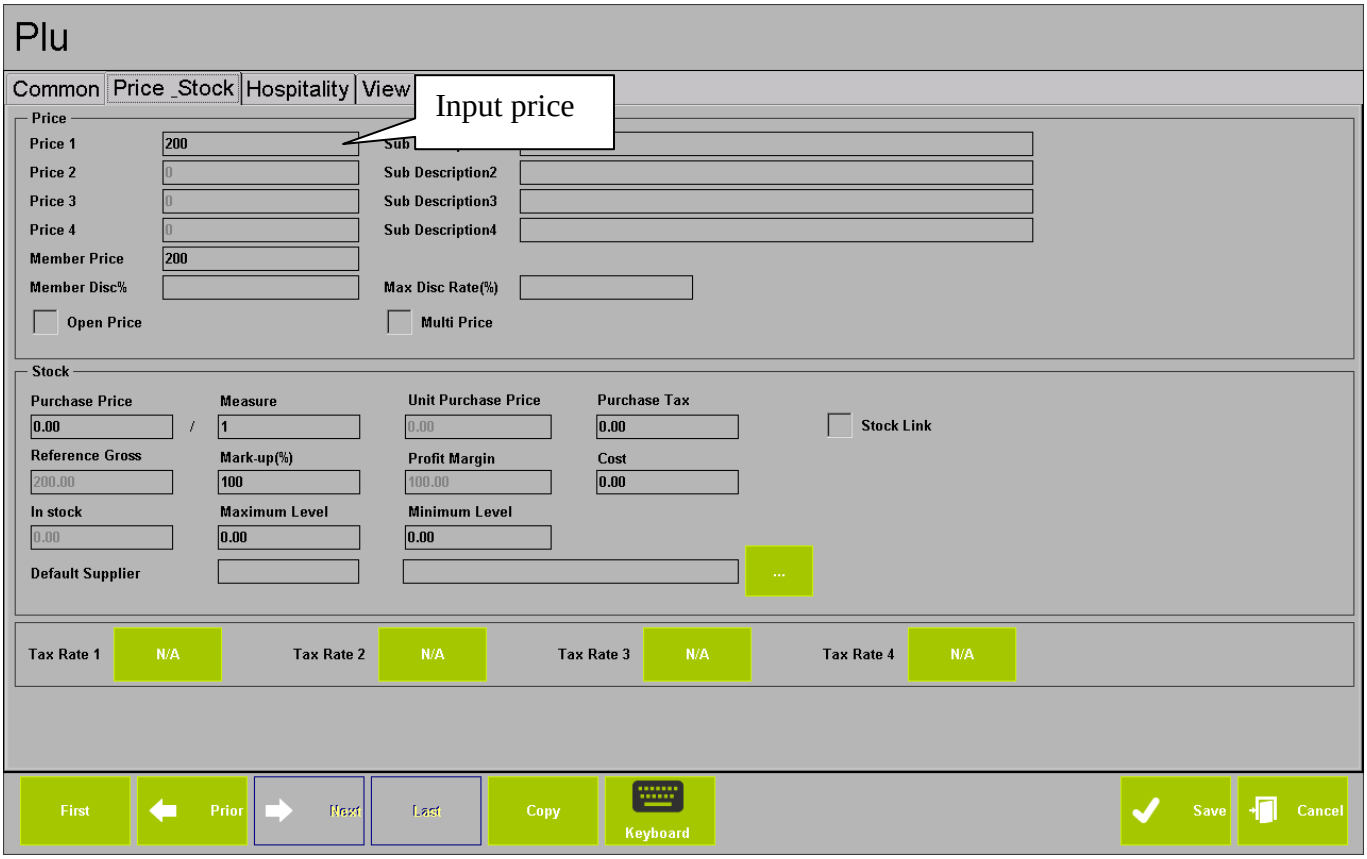
3.2.14.5. How to set Time Based PLU

The PLUs are sold by time. First time based PLU should be set. The steps are as below:
Enter to back office, click “Basic→PLU” to enter PLU editing interface:

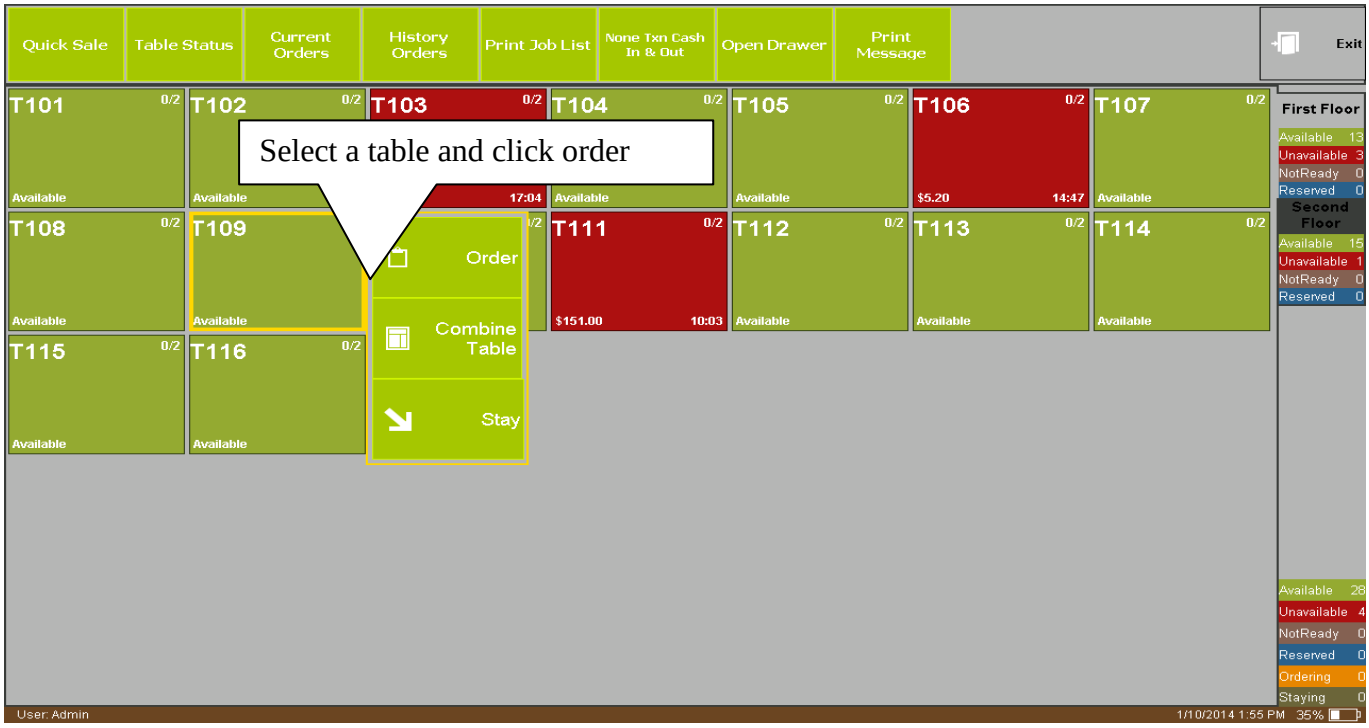


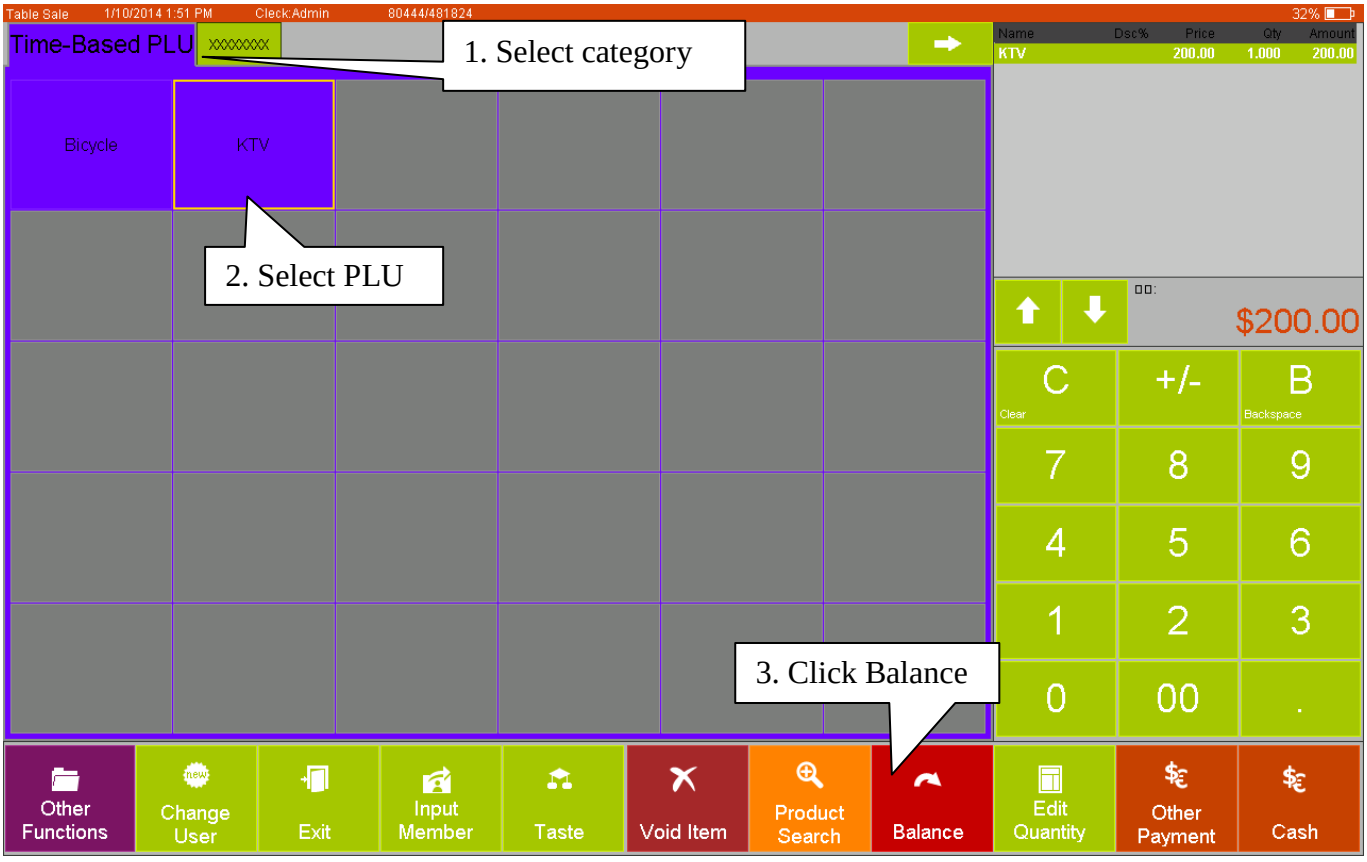


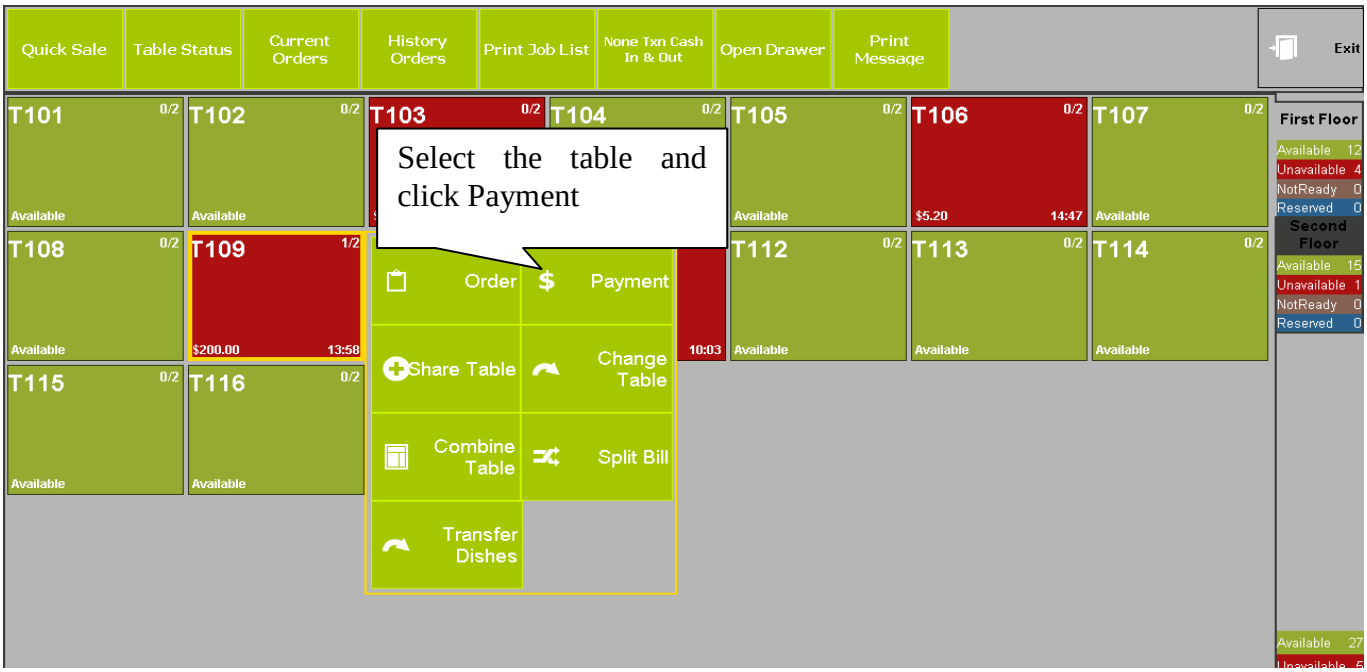
Set price, other information can be set as needed.



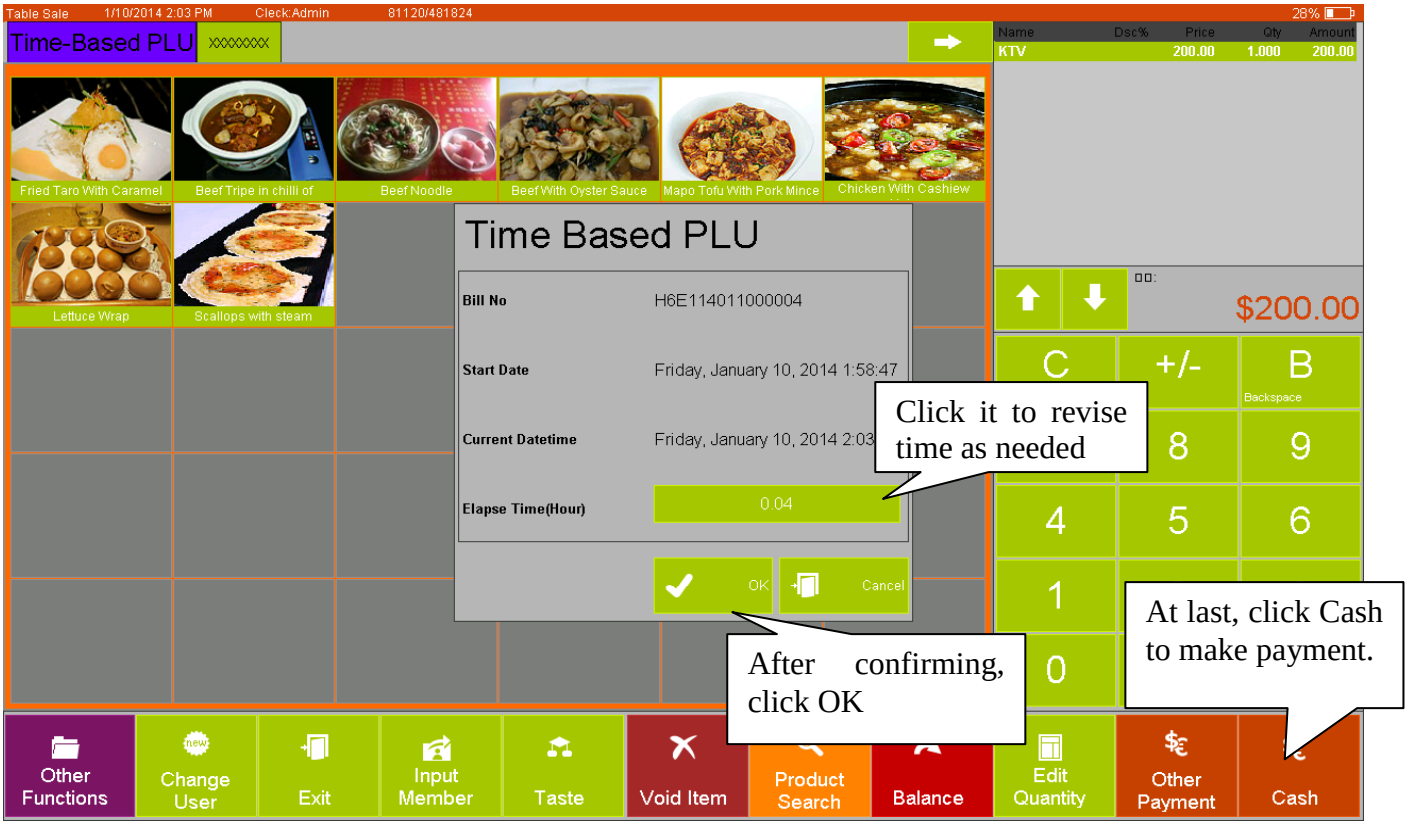
So it finished set time based PLU. Then come to POS interface:
Note: time based PLUs apply for table sale.







Click “Other function→Elapse Time” to pop-up the following dialog shows bill start date and current datetime etc:

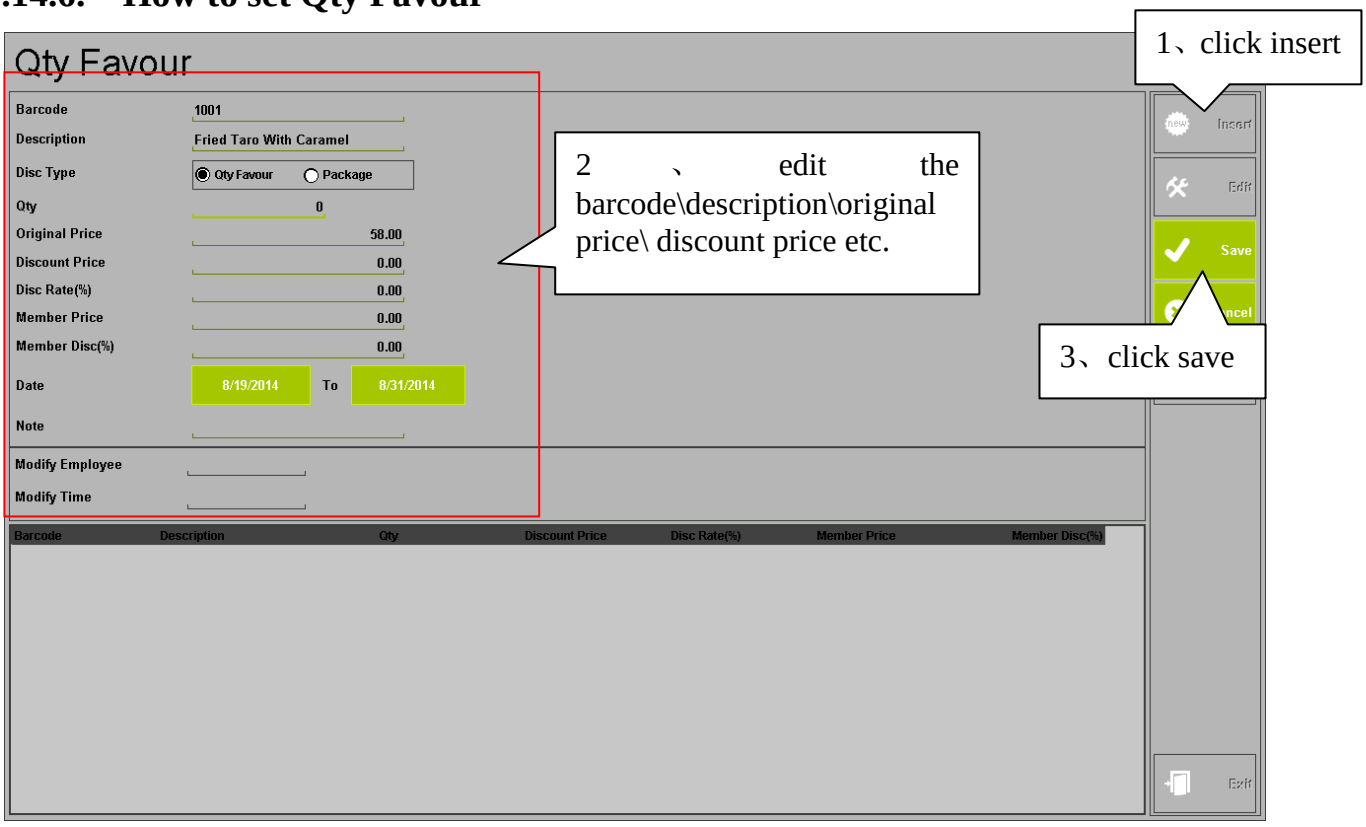


Cleck:Admin
H6E114011000004
Friday, January 10, 2014 2:10:15 PM

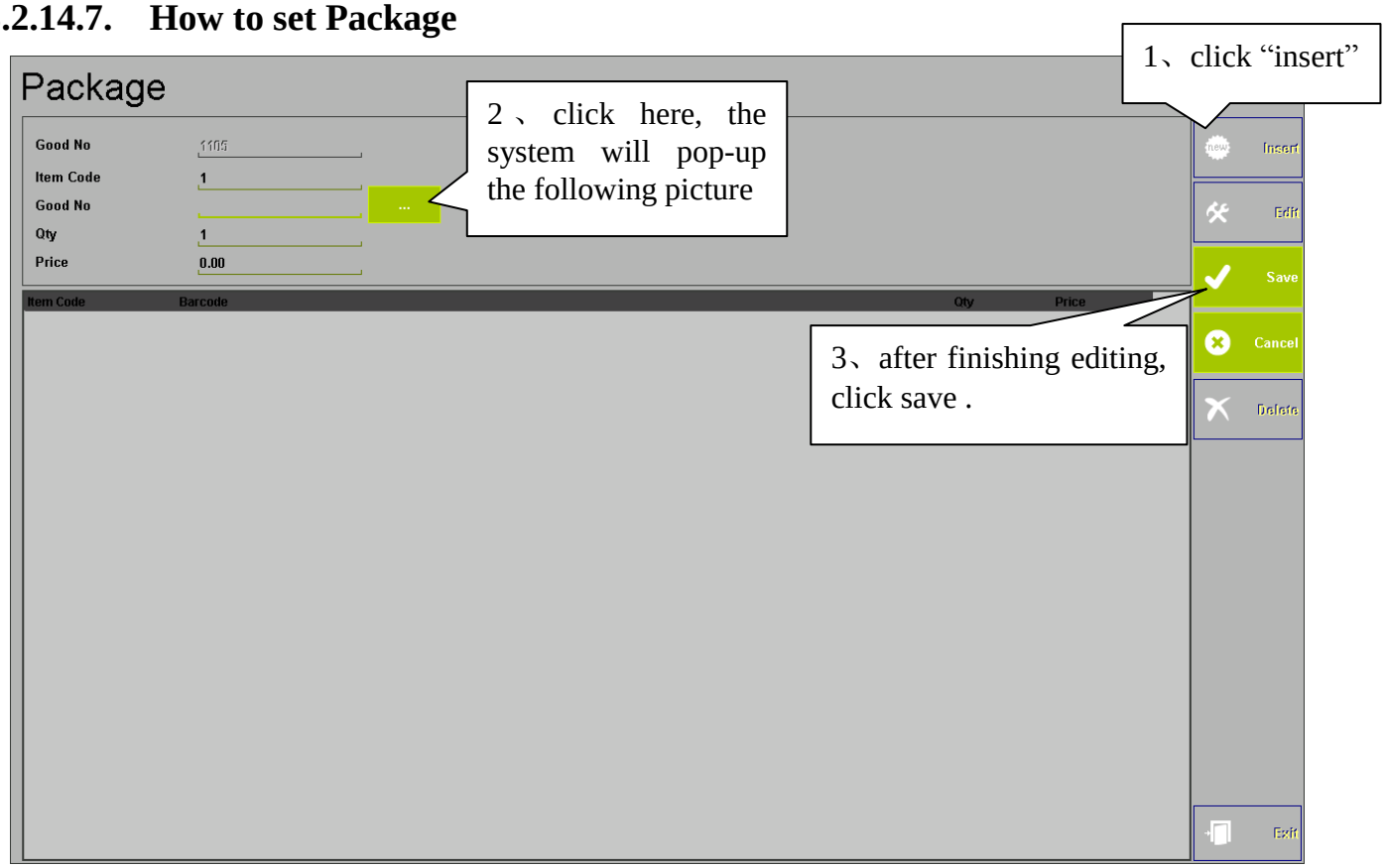
Name	Dsc%	Price	Qty	Amt
KTV		200.00	0.040	8.00

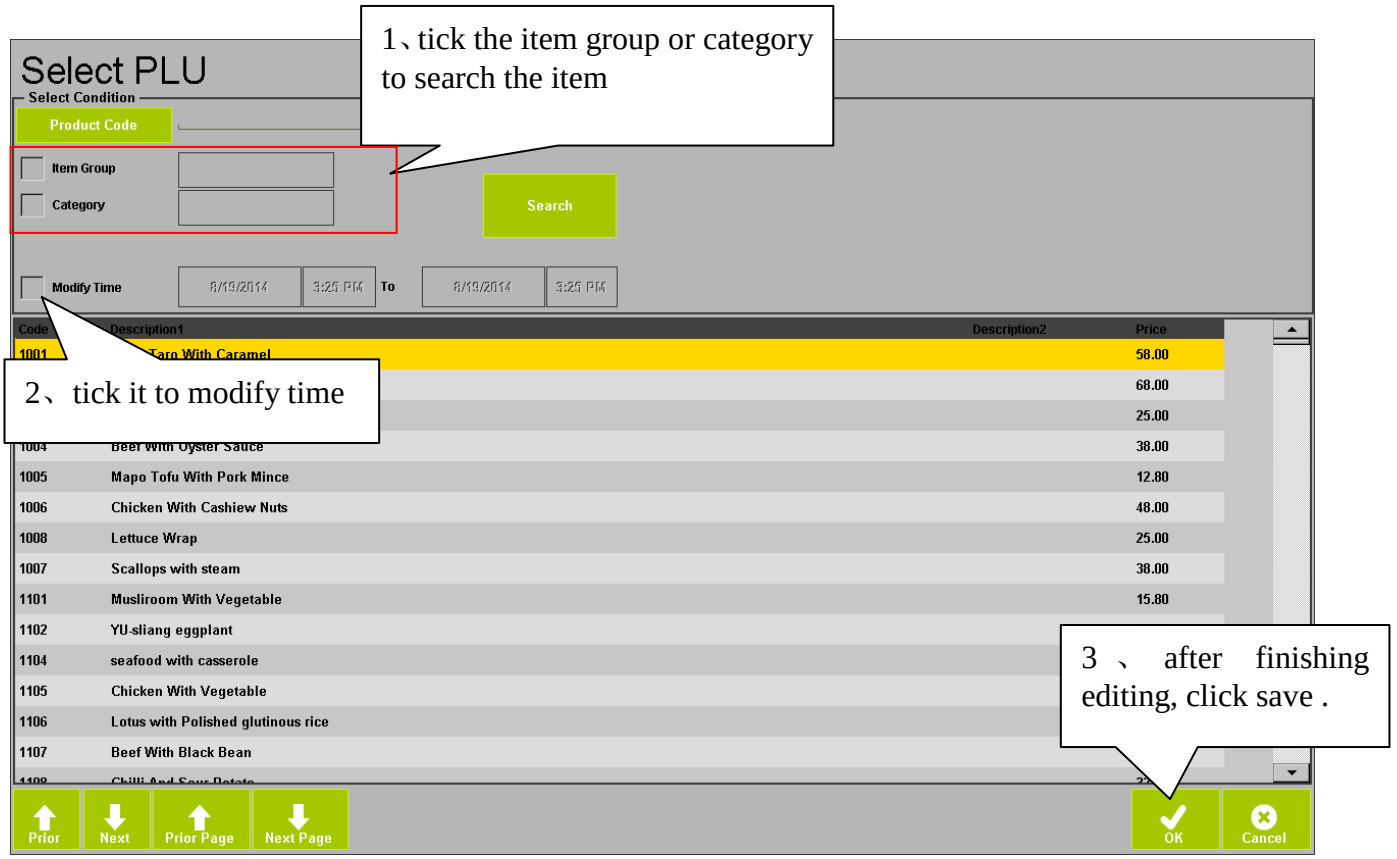
Qty: (0.04) Sub Total: $8.00
Receivable: $8.00
Cash: $8.00

3.2.14.6. How to set Qty Favour

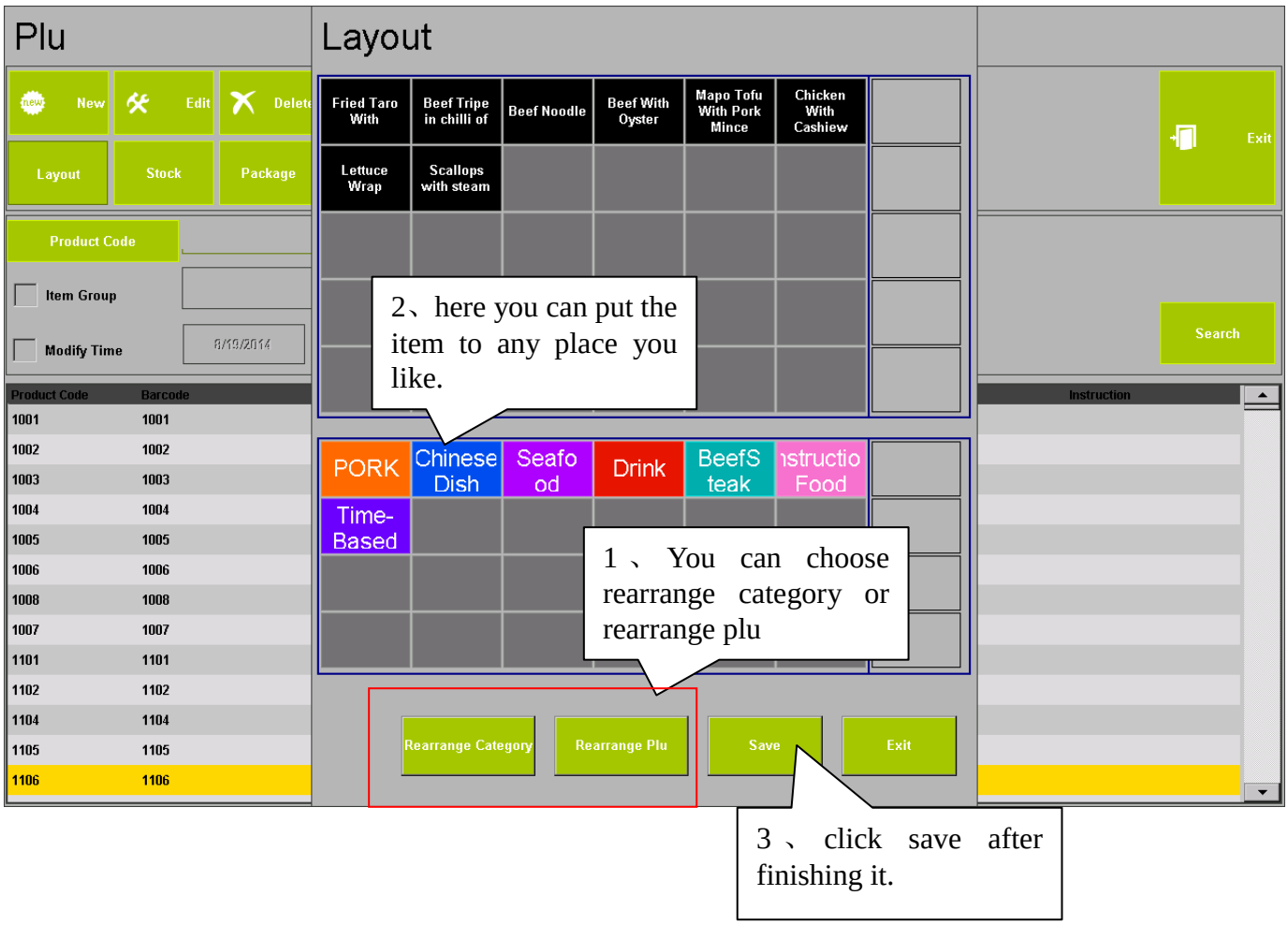


3.2.14.7. How to set Package





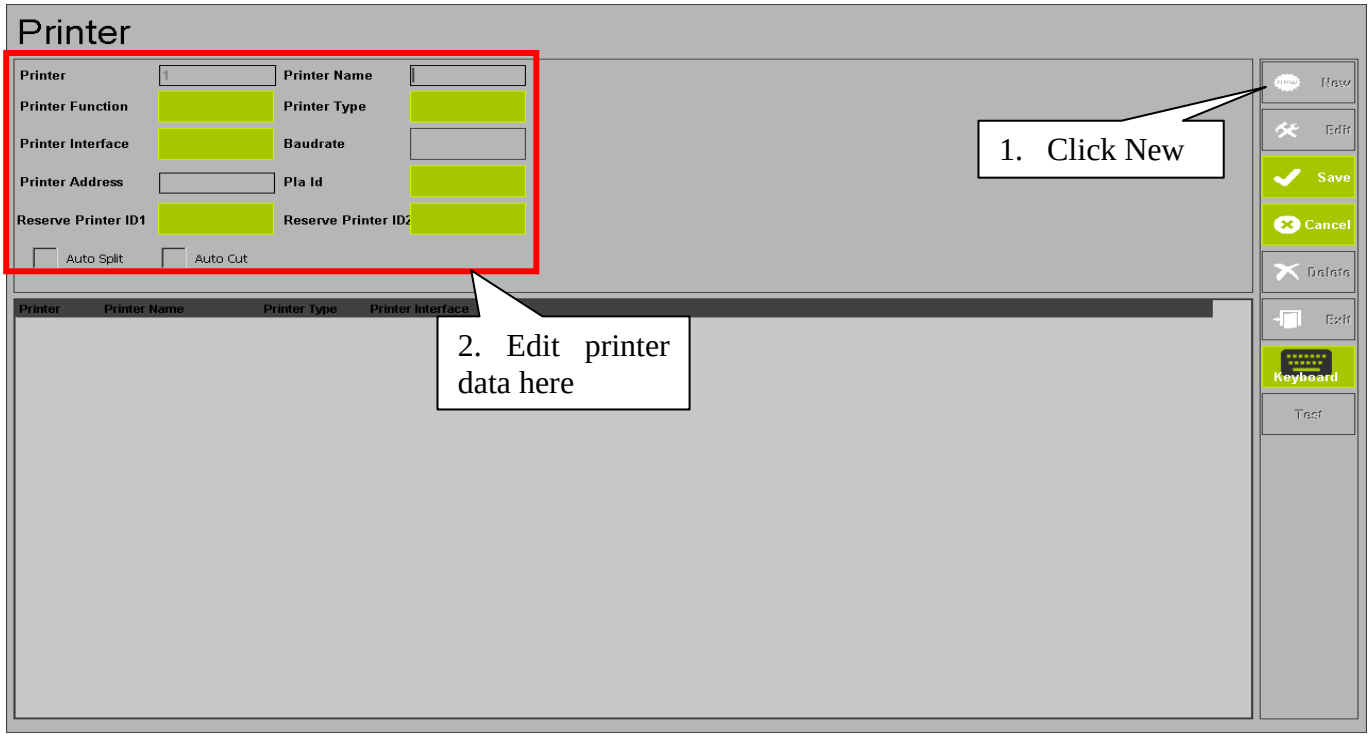
3.2.14.8. How to set Layout



3.2.15. How to set Printer

Enter to "Back Office" interface, and click "Basic---printer" to add, edit and delete printer. In general, three printers need to be connected. One printer is for kitchen, one is for food hatch and another is for printing bills to customer.

a) Add new printer: Click "New" ⟶ input printer No.，e.g. No.1, No.2, No.3 ⟶ input printer name ⟶ select printer function ⟶ select printer interface, COM or Network ⟶ input printer baudrate or printer address ⟶ select place.



b) How to set Job List printer

Click "New" ⟶input printer No.，e.g. No.1, No.2, No.3 ⟶input printer name ⟶ select printer function：**Job List** ⟶select printer interface： COM or Network ⟶input printer baudrate or printer address ⟶select place.

Auto Split: tick it, and then bill will be split automatically, that is, one PLU will be printed on one bill.

Auto cut: tick it, and then it will cut bill automatically after printing.

c) How to set Table bill

Click "New" ⟶input printer No.，e.g. No.1, No.2, No.3 ⟶input printer name ⟶ select printer function：**Table bill** ⟶select printer interface： COM or Network ⟶input printer baudrate or printer address ⟶select place（if the place is selected, table bills of this place will be printed by this printer, unless all table bills will be printed by this printer.）.

d) How to set Master Printer

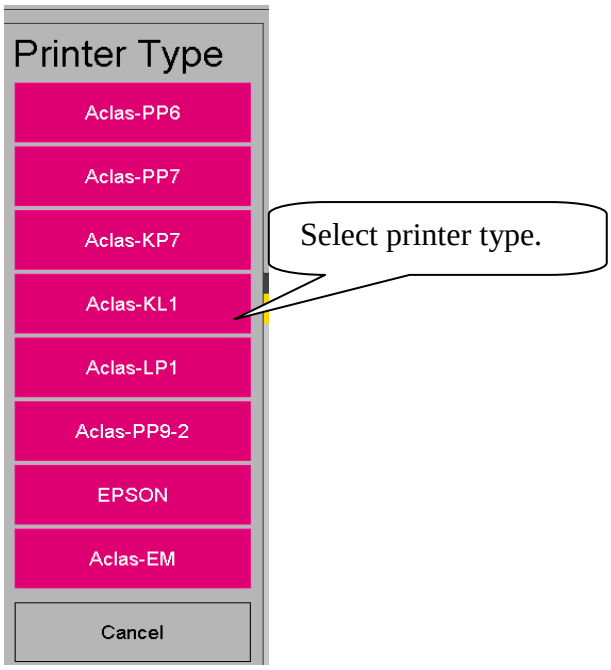
Click "New" ⟶input printer No.，e.g. No.1, No.2, No.3 ⟶input printer name ⟶ select printer function：**Master Bill** ⟶select printer interface：COM or Network ⟶input printer baudrate or printer address。

e) How to set other prints

First，Click "New" ⟶input printer No.，e.g. No.1, No.2, No.3 ⟶input printer name ⟶select printer function：**Other Prints** ⟶select printer interface： COM or Network ⟶input printer baudrate or printer address。

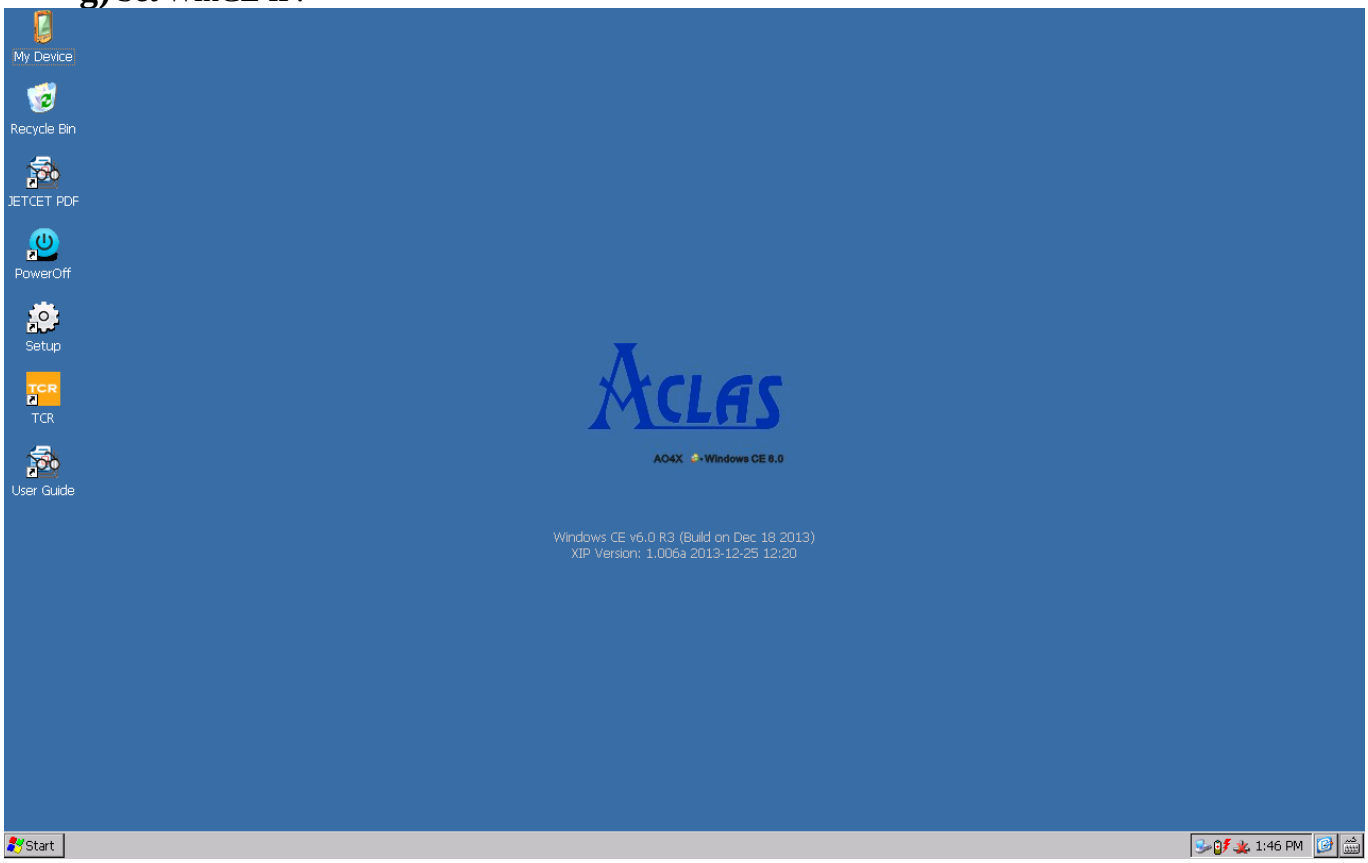
Second，select a standby printer such as A, and click Edit→click Standby Print 1to select printer function, and then click Save.

f) Click Type, it will enter to following interface to choose printer type:



Note: Aclas-EM is inbuilt printer, if you select Aclas-EM, interface, baudrate and address need not to be set, click "Save" to save directly.

g) Set WinCE IP:



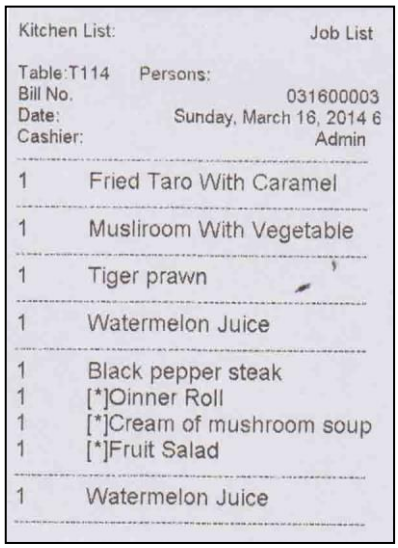
Click<Start>⟶Click<Settings>⟶Click <Network and Dial-up Connection>⟶Double click "EMAC1"⟶select <Specify an IP address>⟶input IP（**note: IP should in the same network segment with kitchen printer. E.g. kitchen printer IP is 192.168.1.3，so the IP you input should be 192.168.1.X**）

Note: Tick <Auto split>, when you edit kitchen printer. In this way, various dishes customer order will be shared to different cooks. But when you edit ordering sequence, <Auto split> should not be ticked.

3.2.16. How to set Ordering sequence

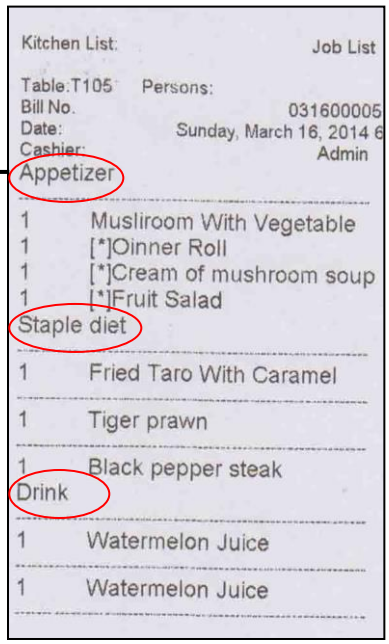
Kitchen receipt sample:

Before setting ordering sequence:



After setting ordering sequence:

Remark

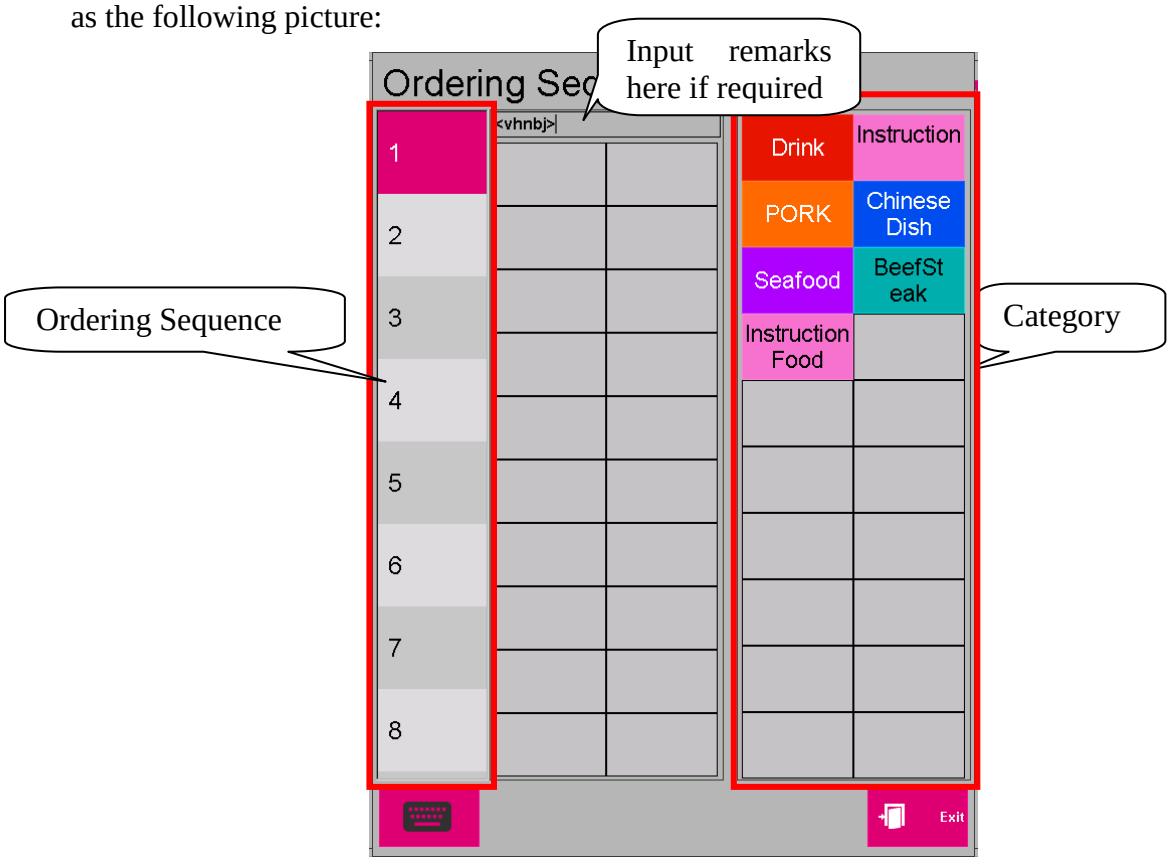


The steps to set ordering sequence are as following:

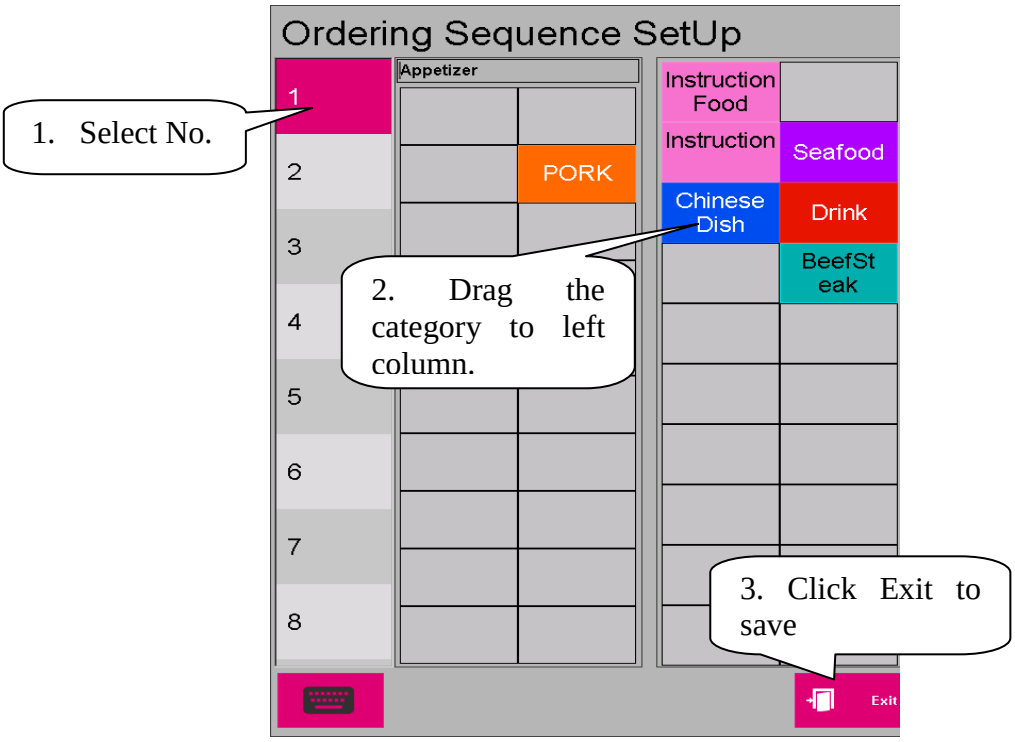
i. Set printer. The detailed steps please refer to section **3.2.8 How to set Printer.** (Note: Auto Split should not be ticked)

ii. To select printer when you edit PLU. The detailed steps please refer to section **3.2.7.1 How to Add New PLU**.

iii. Enter to "Back Office" interface, and click "Basic---Ordering sequence" to set up ordering sequence as the following picture:



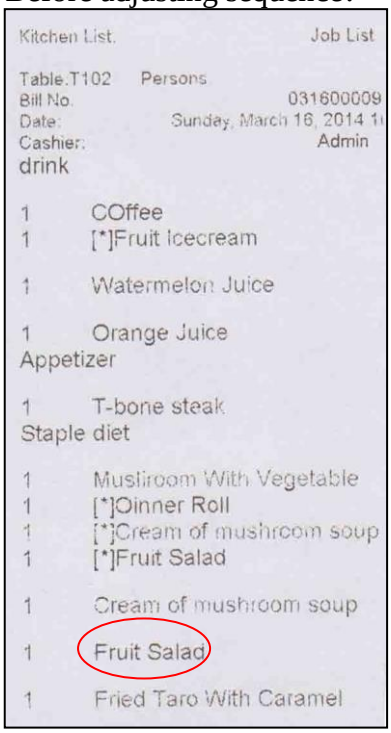
And then drag category away from right column to left column as needed such as the following picture:



Repeat the above steps to edit more ordering sequence information. And after setting, come back to POS interface to sell PLU, the system will auto-identify the ordering sequence you have set. And the kitchen printer will print order as the setting ordering sequence, which is convenient for cook to arrange dishes in sequence.

And you can adjust ordering sequence during you place order, the method is as follow:

Before adjusting sequence：



After adjusting sequence:

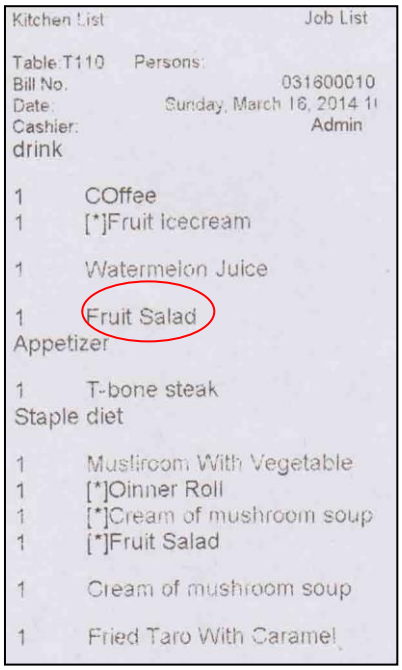
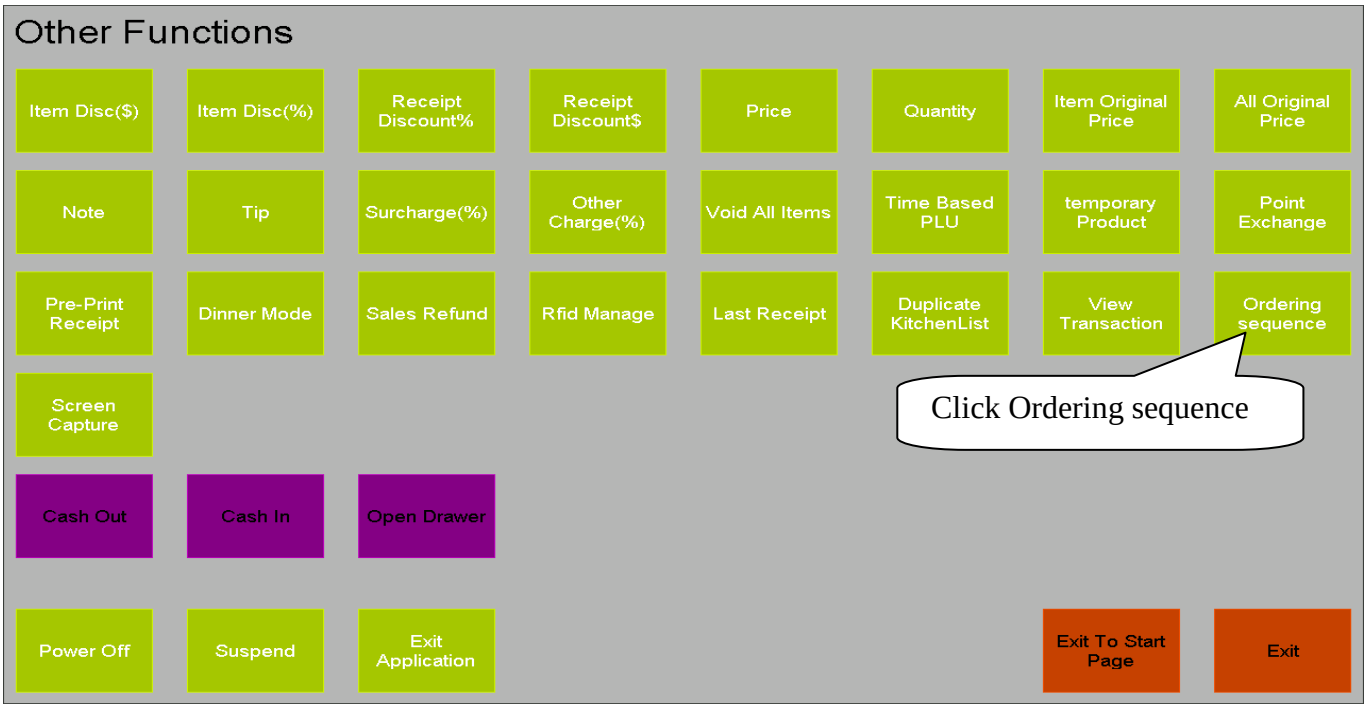
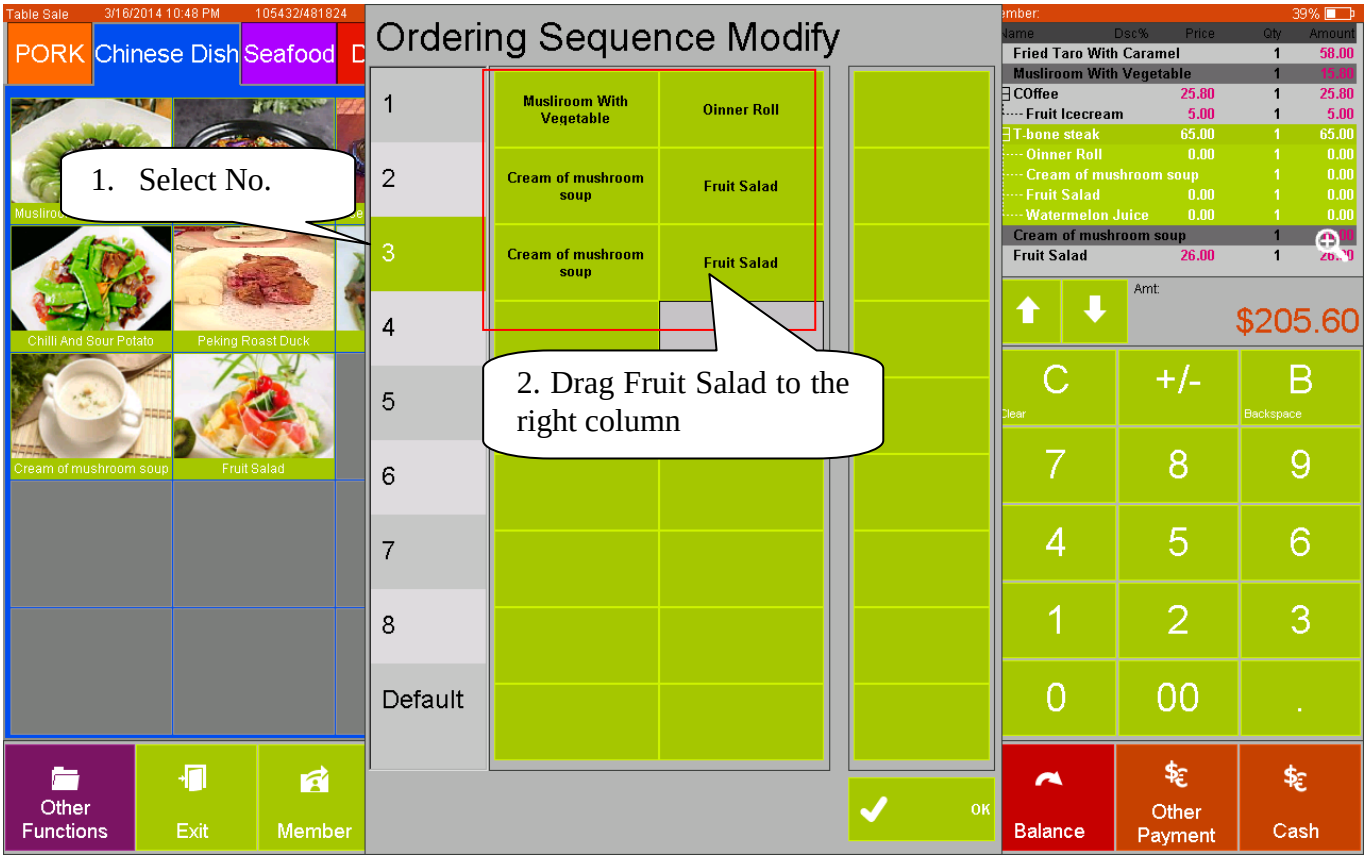
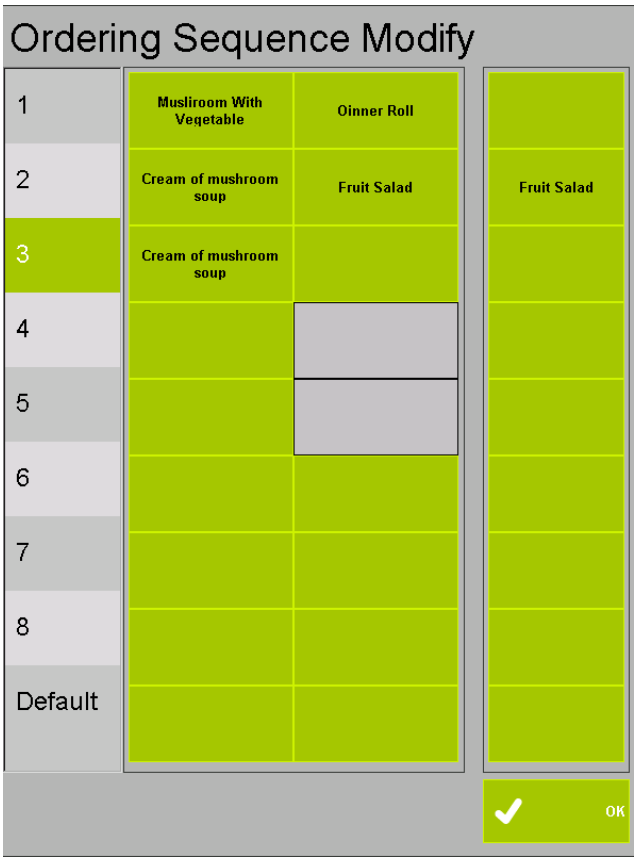


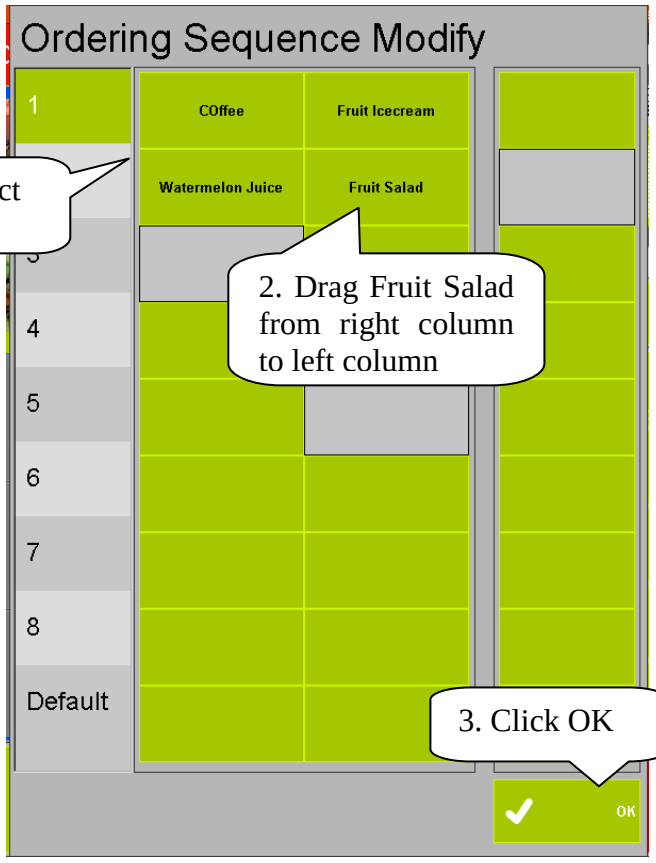
Table Sale
3/16/2014 10:47 PM
104700/481824
Cashier:Admin
Table:T110
Member:
PORK
Chinese Dish
Seafood
Drink
BeefSteak
Instruction Food
Name
Dsc%
Price
Qty
Amount
Fried Taro With Caramel
Musliroom With Vegetable
COffee
Fruit Icecream
T-bone steak
Oinner Roll
Cream of mushroom soup
Fruit Salad
Watermelon Juice
Amt:
$205.60
Musliroom With Vegetable
YU-sliang eggplant
seafood with casserole
Chicken With Vegetable
Lotus with Polished
Beef With Black Bean
Chilli And Sour Potato
Peking Roast Duck
Mongolian Beef
Honey Chicken
Griddle Cooked Sliredded
Oinner Roll
Cream of mushroom soup
1. Select PLU
2. Click Other Function
C
Clear
+/-
B
Backspace
7
8
9
4
5
6
1
2
3
0
00
.
Other Functions
Exit
Member
Taste
Void Item
Look For Items
Receipt Discount%
Quantity
Balance
Other Payment
Cash


Other Functions
Item Disc($)
Item Disc(%)
Receipt Discount%
Receipt Discount$
Price
Quantity
Item Original Price
All Original Price
Note
Tip
Surcharge(%)
Other Charge(%)
Void All Items
Time Based PLU
temporary Product
Point Exchange
Pre-Print Receipt
Dinner Mode
Sales Refund
Rfid Manage
Last Receipt
Duplicate KitchenList
View Transaction
Ordering sequence
Screen Capture
Click Ordering sequence
Cash Out
Cash In
Open Drawer
Power Off
Suspend
Exit Application
Exit To Start Page
Exit

You can set fruit salad to be severed firstly as following:

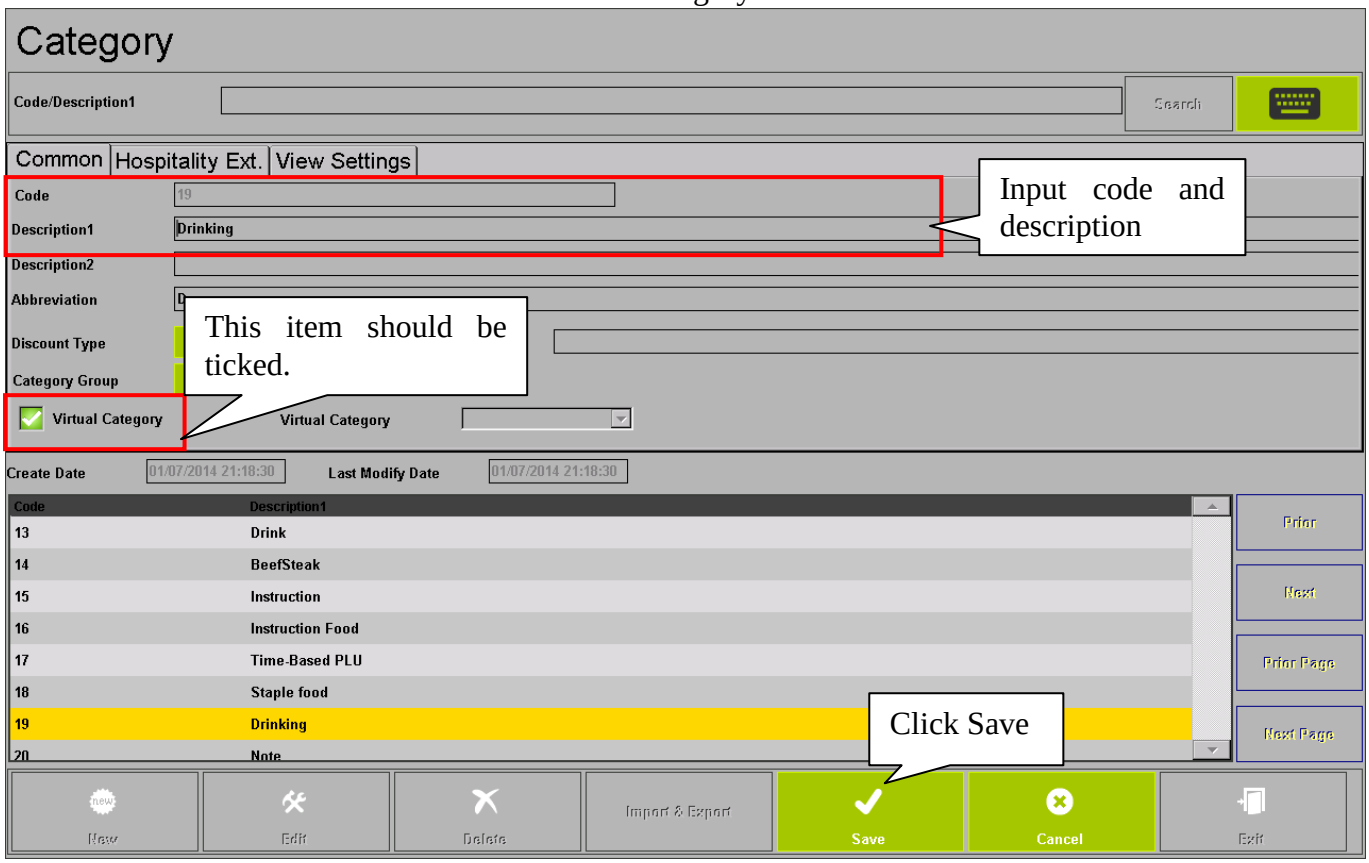




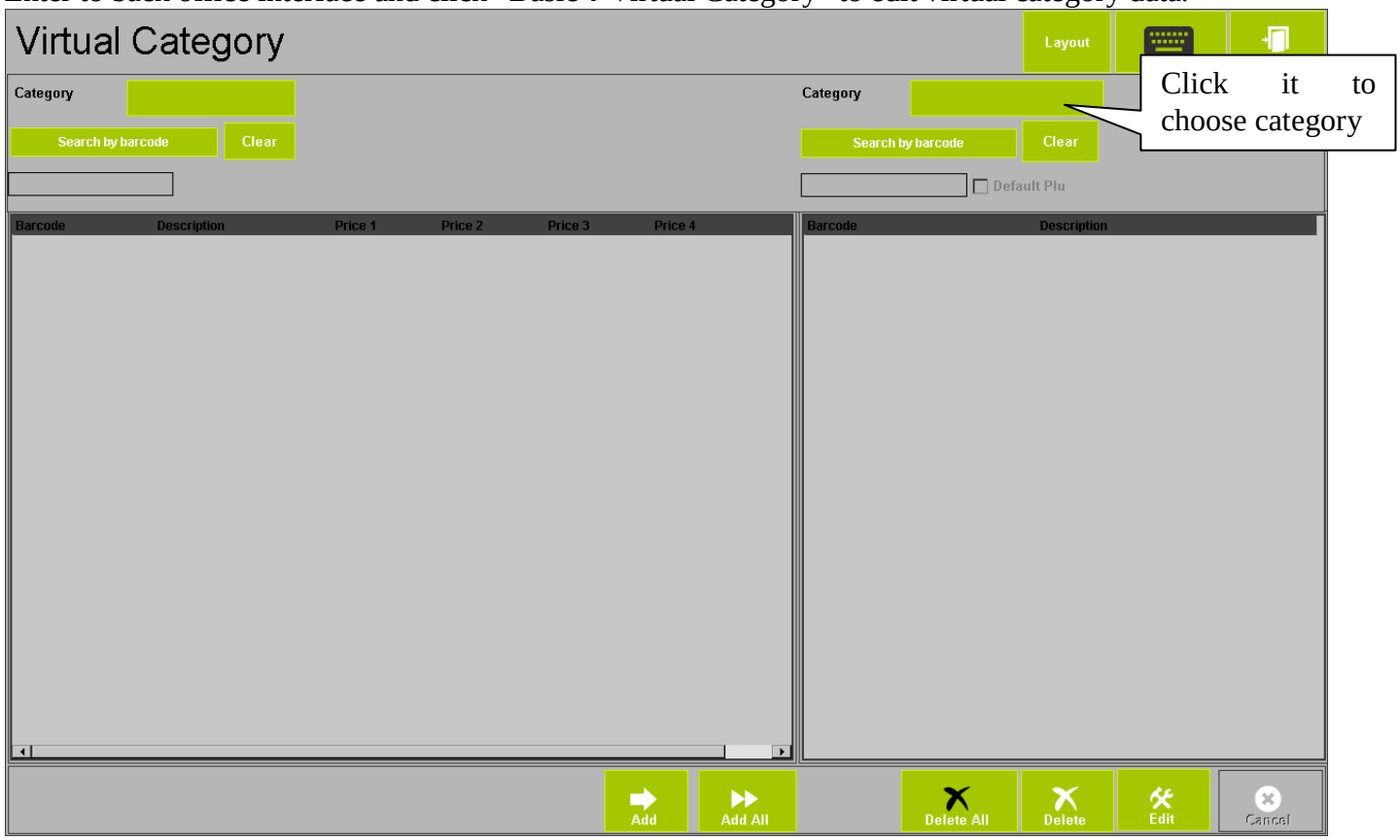


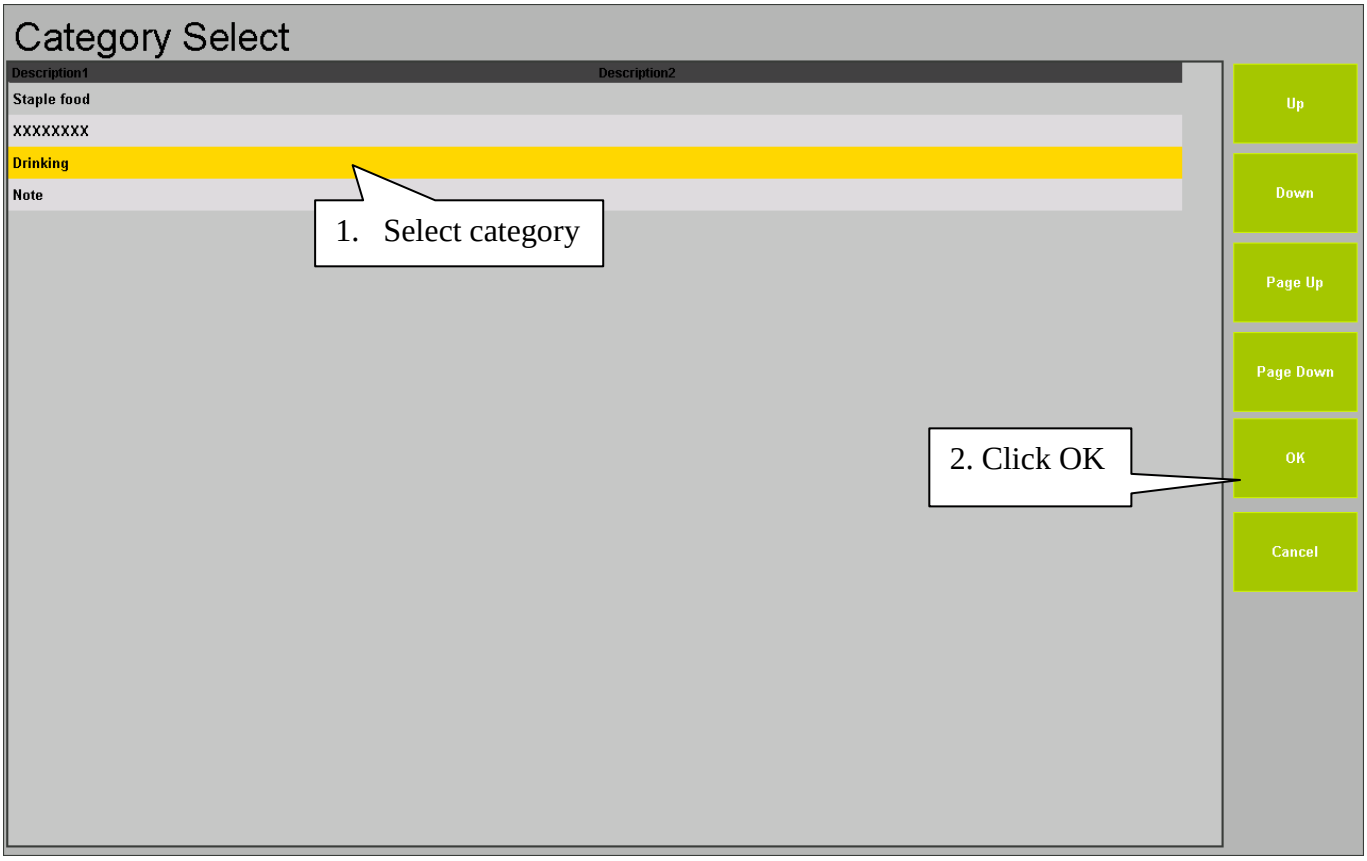
3.2.17. How to set Virtual Category

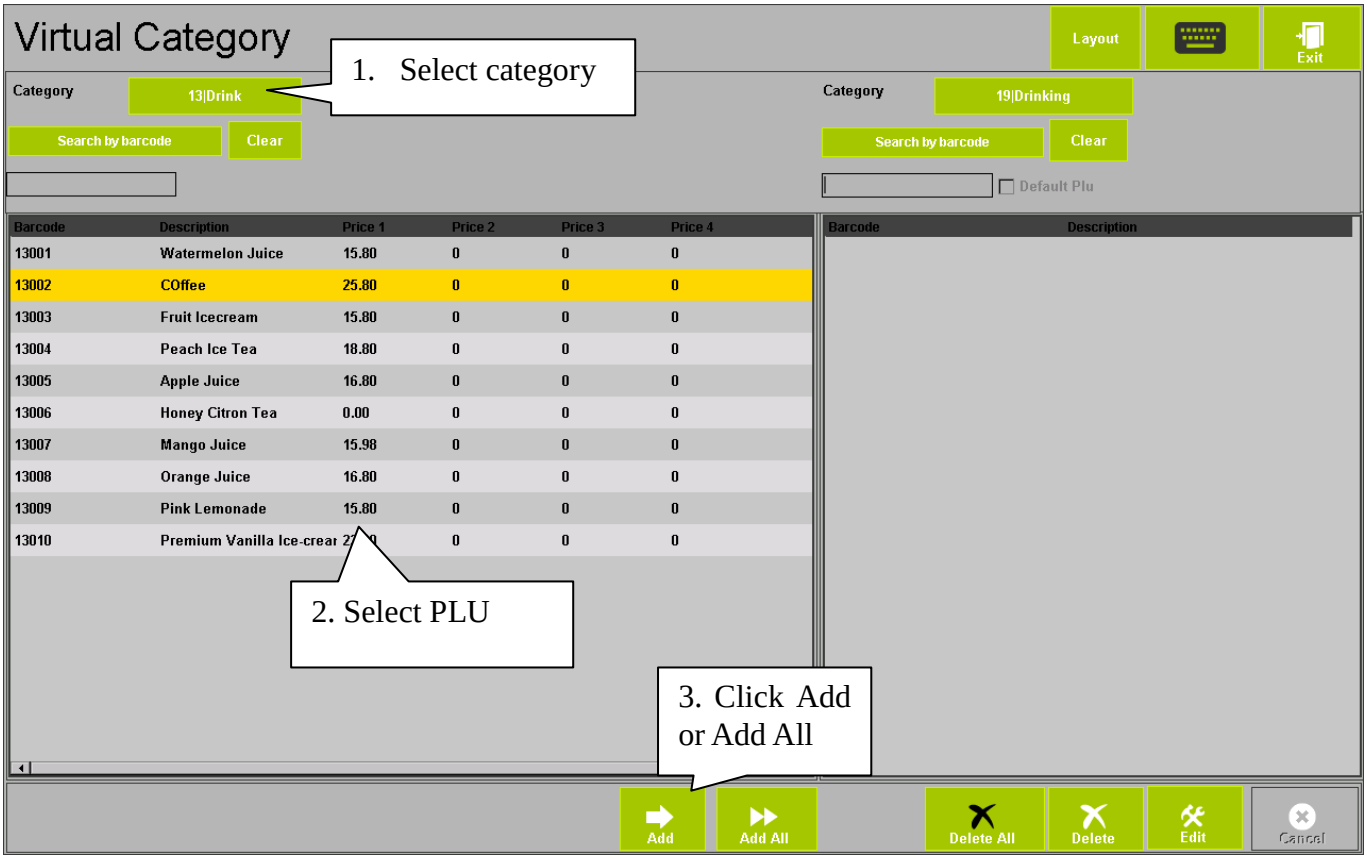
Before set virtual category, category should be set first.
Enter to back office interface and click “Basic→ Category”:

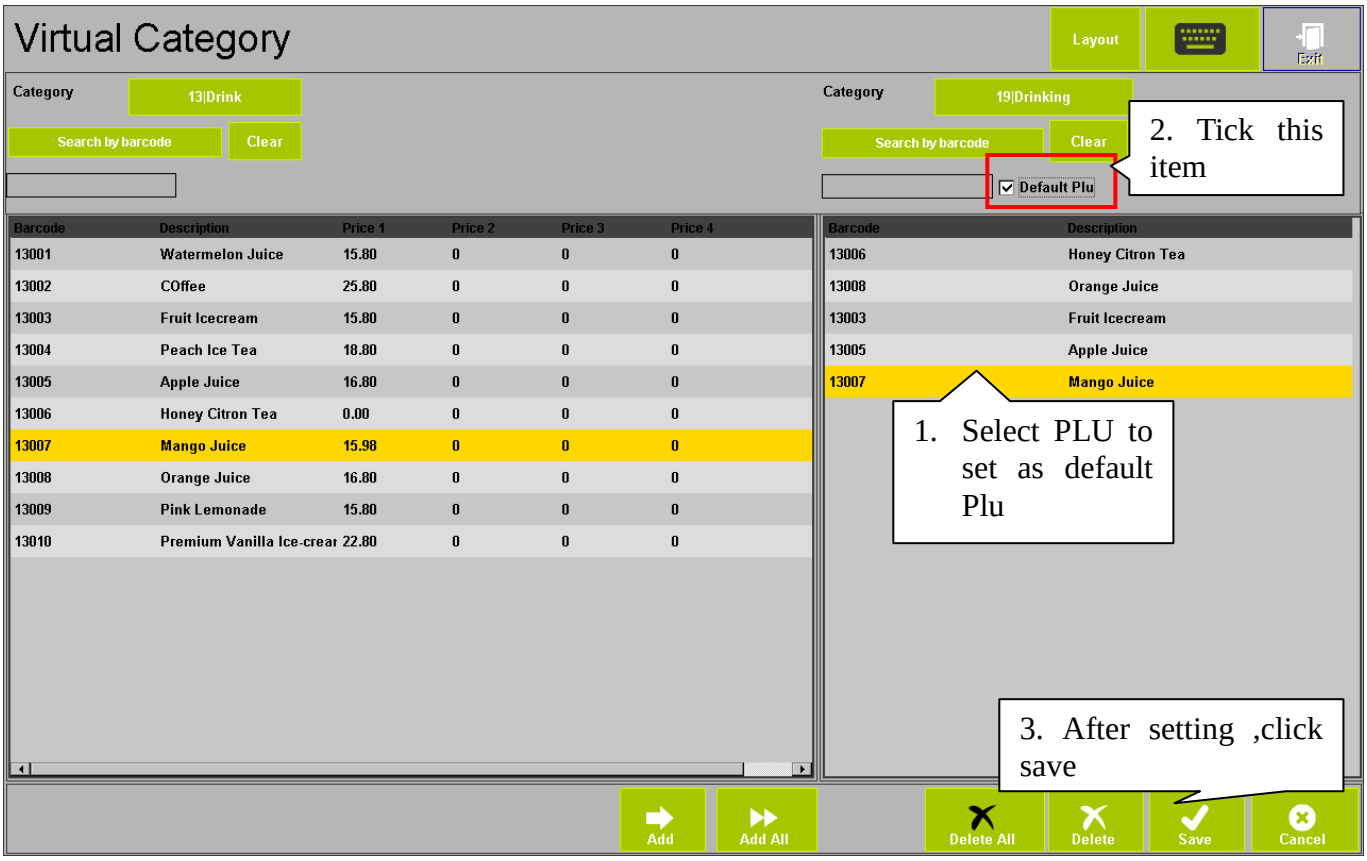


Enter to back office interface and click “Basic→Virtual Category” to edit virtual category data.

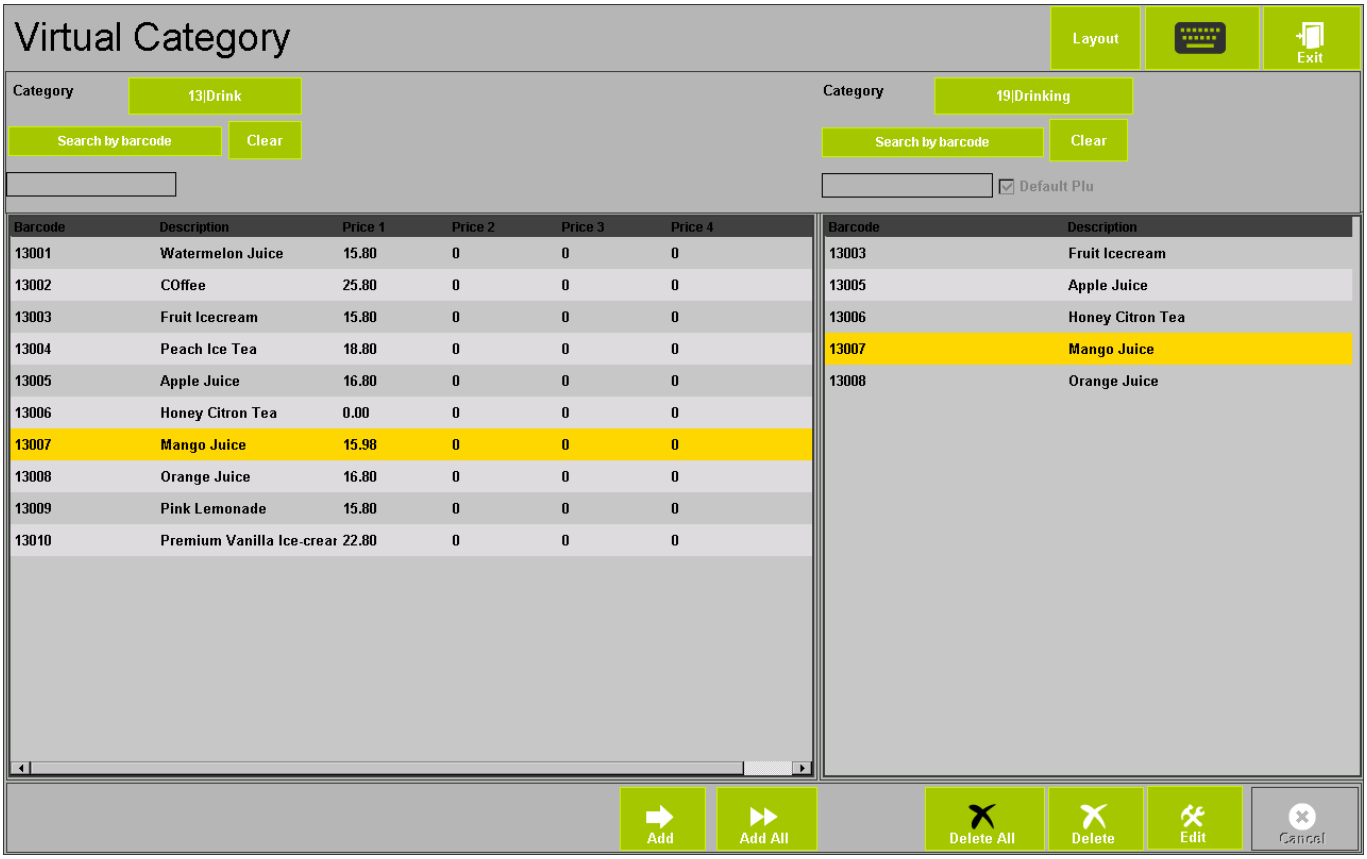



Category Select
Description1
Description2
Staple food
XXXXXXXX
Drinking
Note
1. Select category
2. Click OK
Up
Down
Page Up
Page Down
OK
Cancel


Virtual Category
Layout
Exit
Category
13|Drink
1. Select category
Search by barcode
Clear
Category
19|Drinking
Search by barcode
Clear
Default Plu
Barcode
Description
Price 1
Price 2
Price 3
Price 4
13001 Watermelon Juice 15.80 0 0 0
13002 COffee 25.80 0 0 0
13003 Fruit Icecream 15.80 0 0 0
13004 Peach Ice Tea 18.80 0 0 0
13005 Apple Juice 16.80 0 0 0
13006 Honey Citron Tea 0.00 0 0 0
13007 Mango Juice 15.98 0 0 0
13008 Orange Juice 16.80 0 0 0
13009 Pink Lemonade 15.80 0 0 0
13010 Premium Vanilla Ice-crear 0 0 0
2. Select PLU
3. Click Add or Add All
Add
Add All
Delete All
Delete
Edit
Cancel



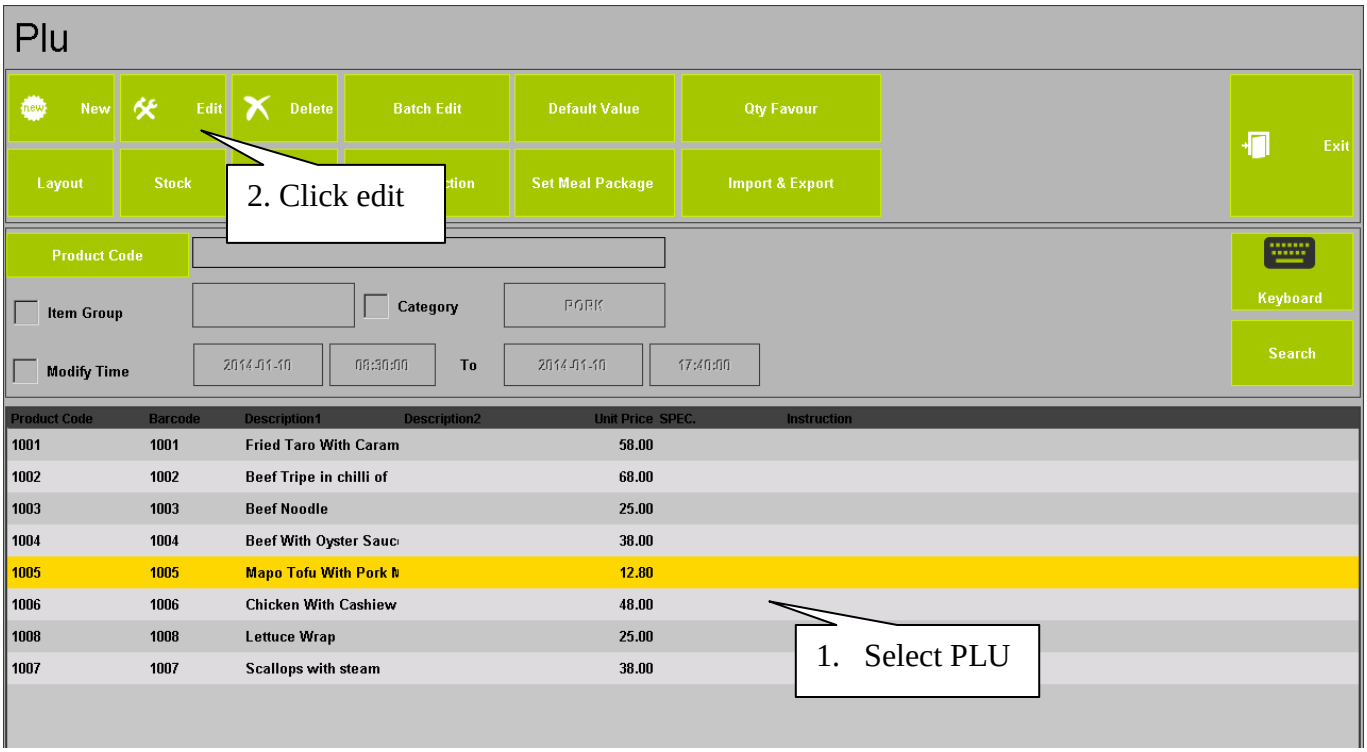
You can click “Edit” to set more information.

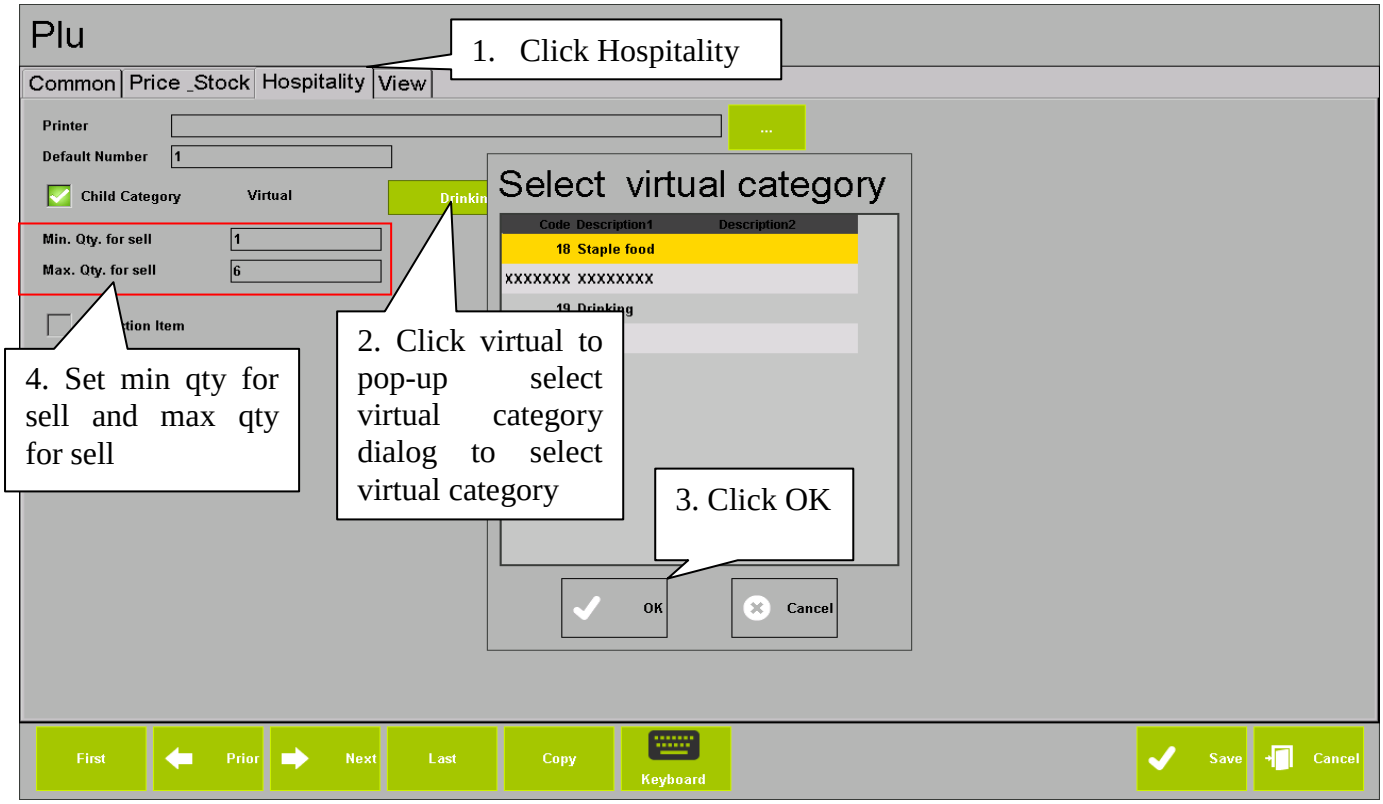


3.2.18. How to set Sub Menu Link Operation

This is an ordering mode that has higher requirement of ordering process sequence. This function is suitable for western-style meal.
First, you should set PLU of sub menu link. The operating steps are as below:

1. Set virtual category. Please refer to **section 3.2.10 How to setup Virtual Category.**
2. Enter to back office, and click "Basic-->PLU" to select PLU you want to set sub menu link:





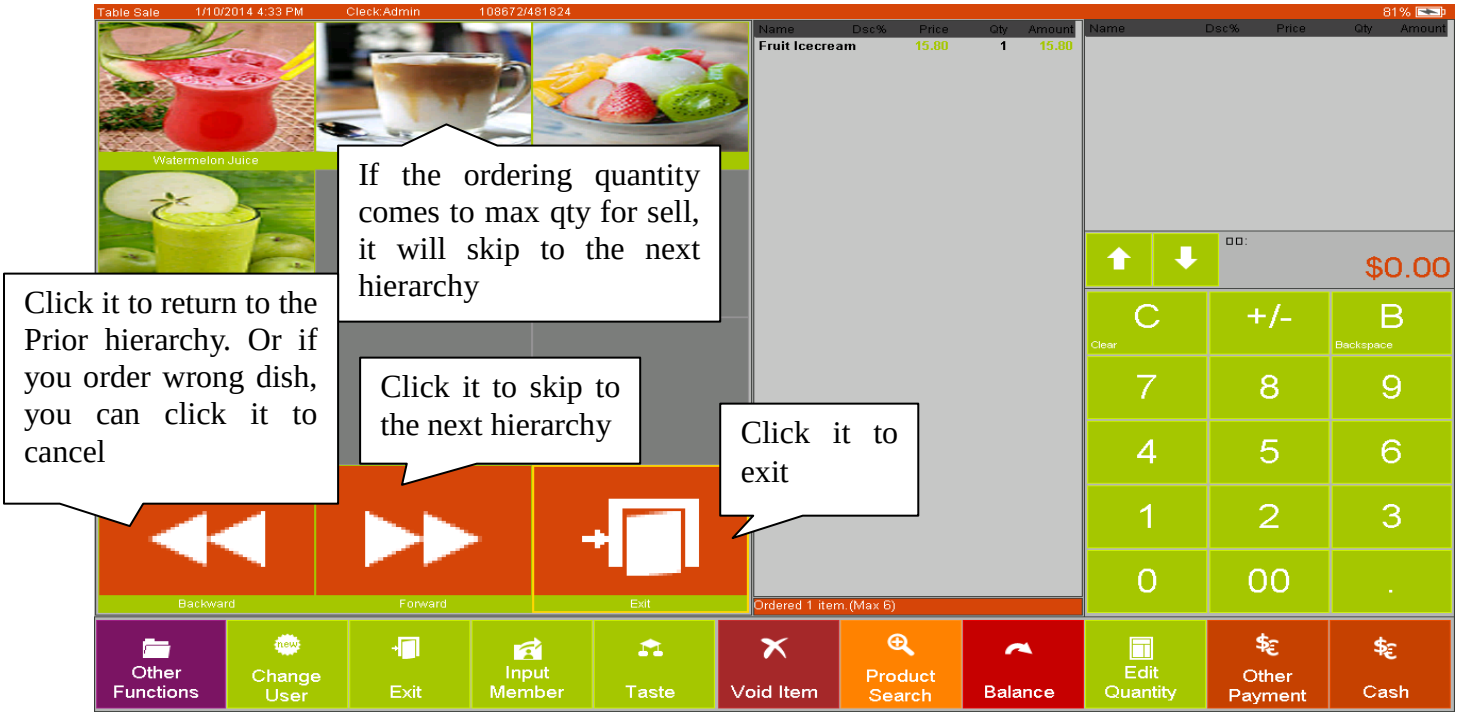
Note:

Child Category **This item is to set whether this PLU is included in this sub menu link or not. If you tick this item, then it will not be included in this menu link.**

Min. Qty. for sell **It should be equal to or greater than default PLU quantity of virtual category setting.**

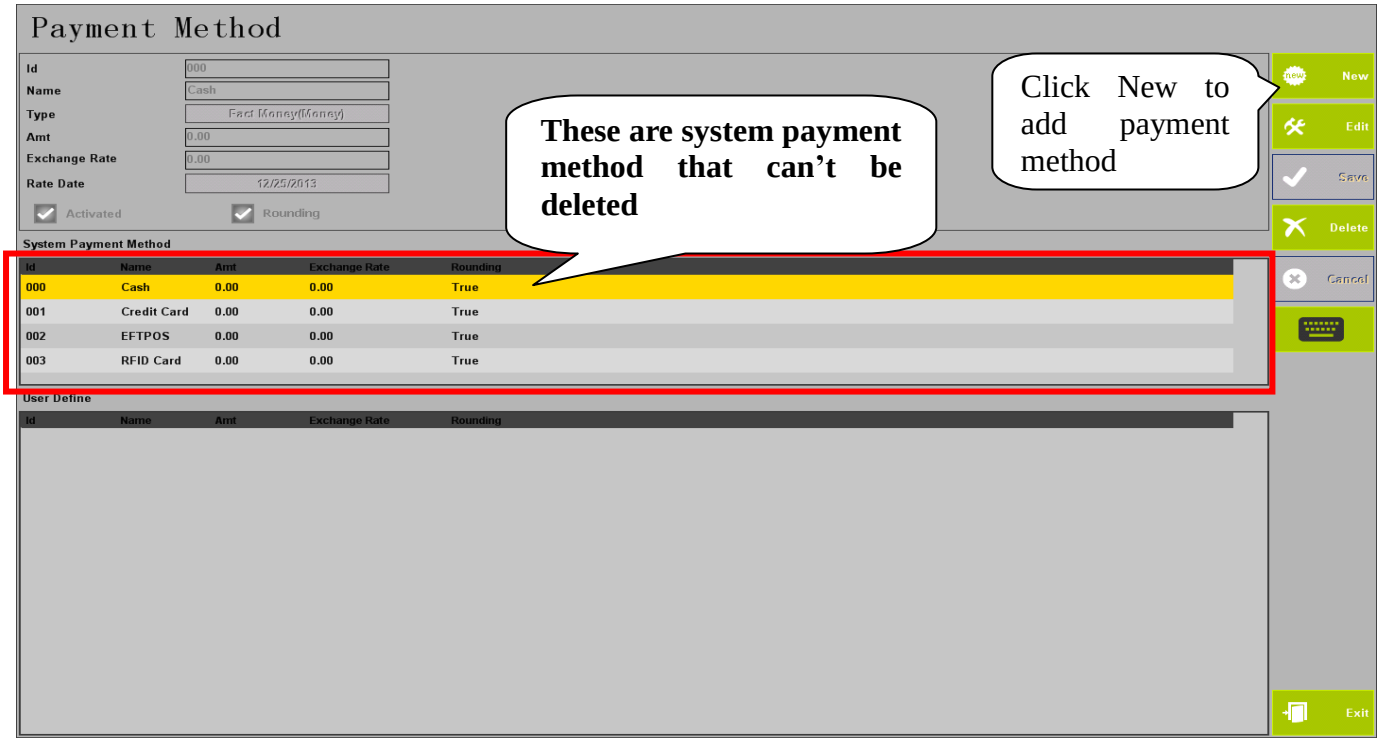
Max. Qty. for sell **It should be equal to or greater than default PLU quantity of virtual category setting.**

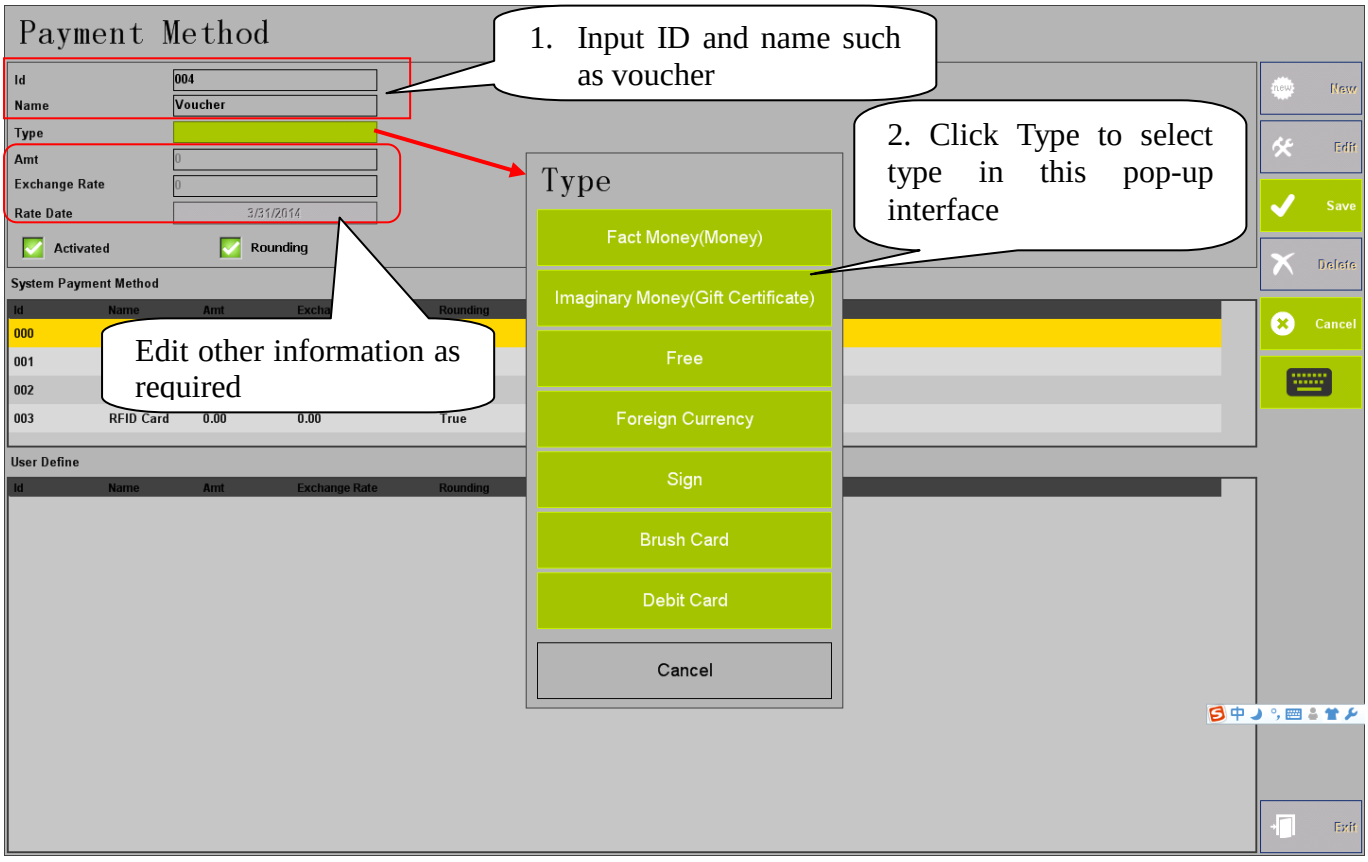
Repeat the above steps to set more sub menu link. After setting, return to POS interface to sell sub menu link:



3.2.19. How to Set Payment Method

Enter to back office interface and click "Basic→PAYMENT METHOD" to add and edit payment method.





Note:

Fact Money (Money): return change and can be used to exchange other PLU

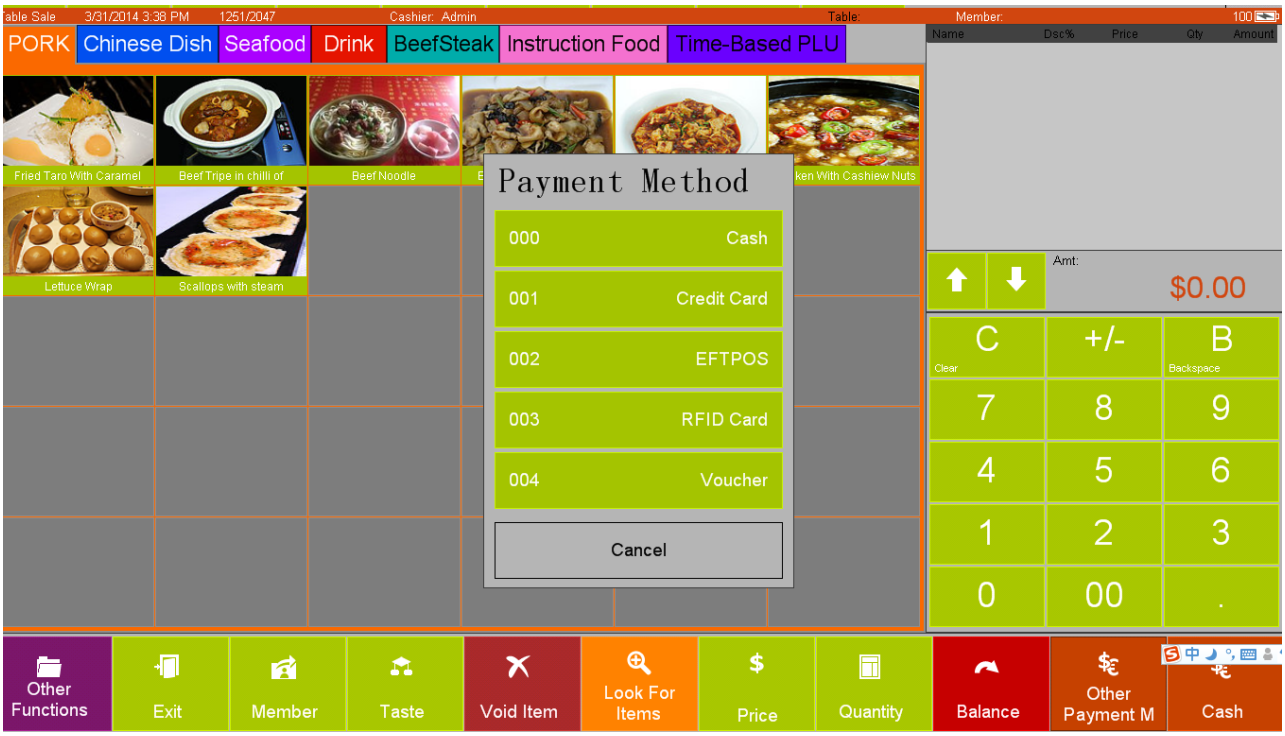
Imaginary Money (Gift Certificate): do not return change and can't be used to exchange undiscounted PLU.

Free: do not return change and can be used to exchange other PLU.

: Whether to activate this method. Tick it to activate.

: Whether to round numbers.

After setting, return to POS interface, the new payment method will be showed when you click Other Payment button as following picture shows:

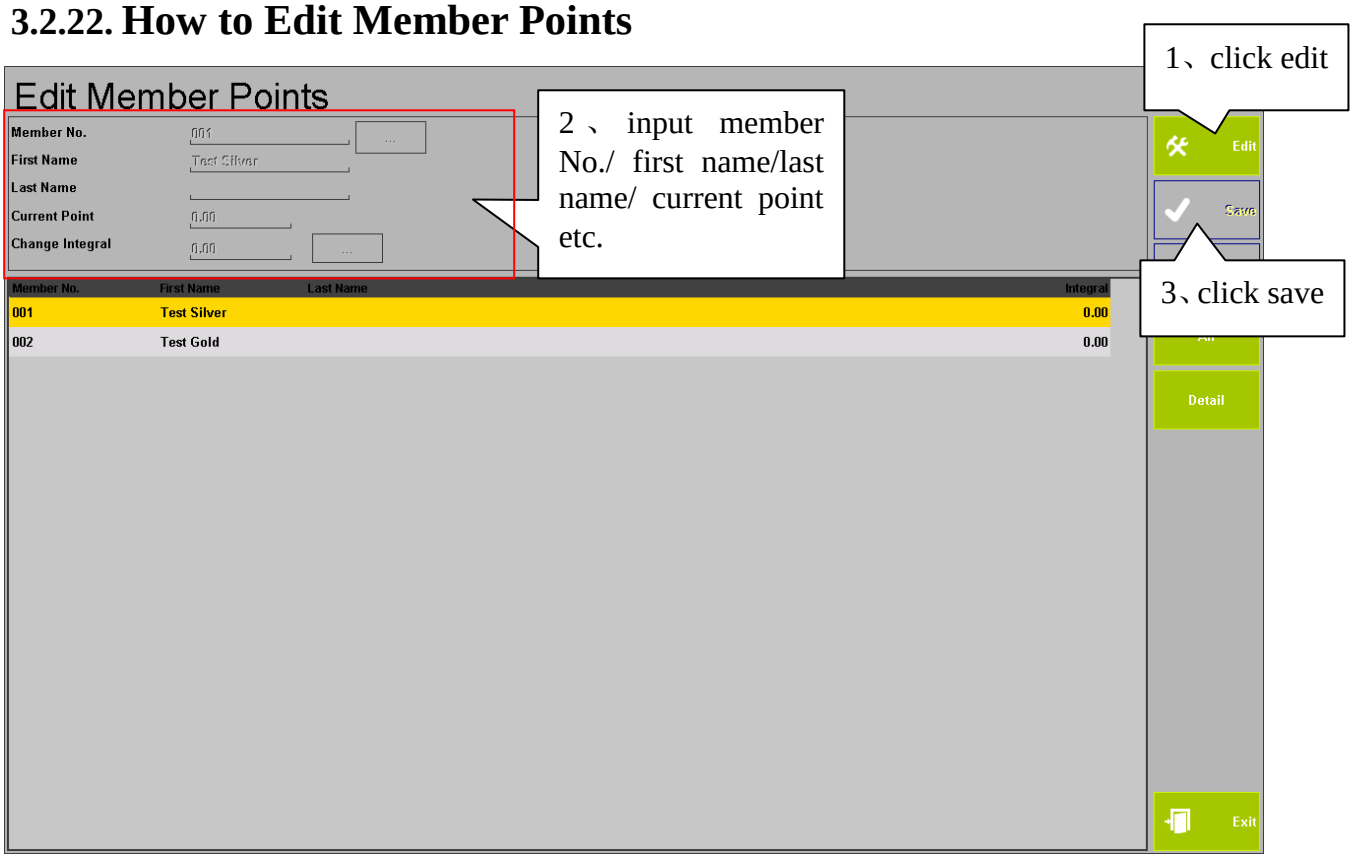


3.2.20. How to Set Member

Please refer to the chapter 2.2.4.

3.2.21. How to Set Redeem Item

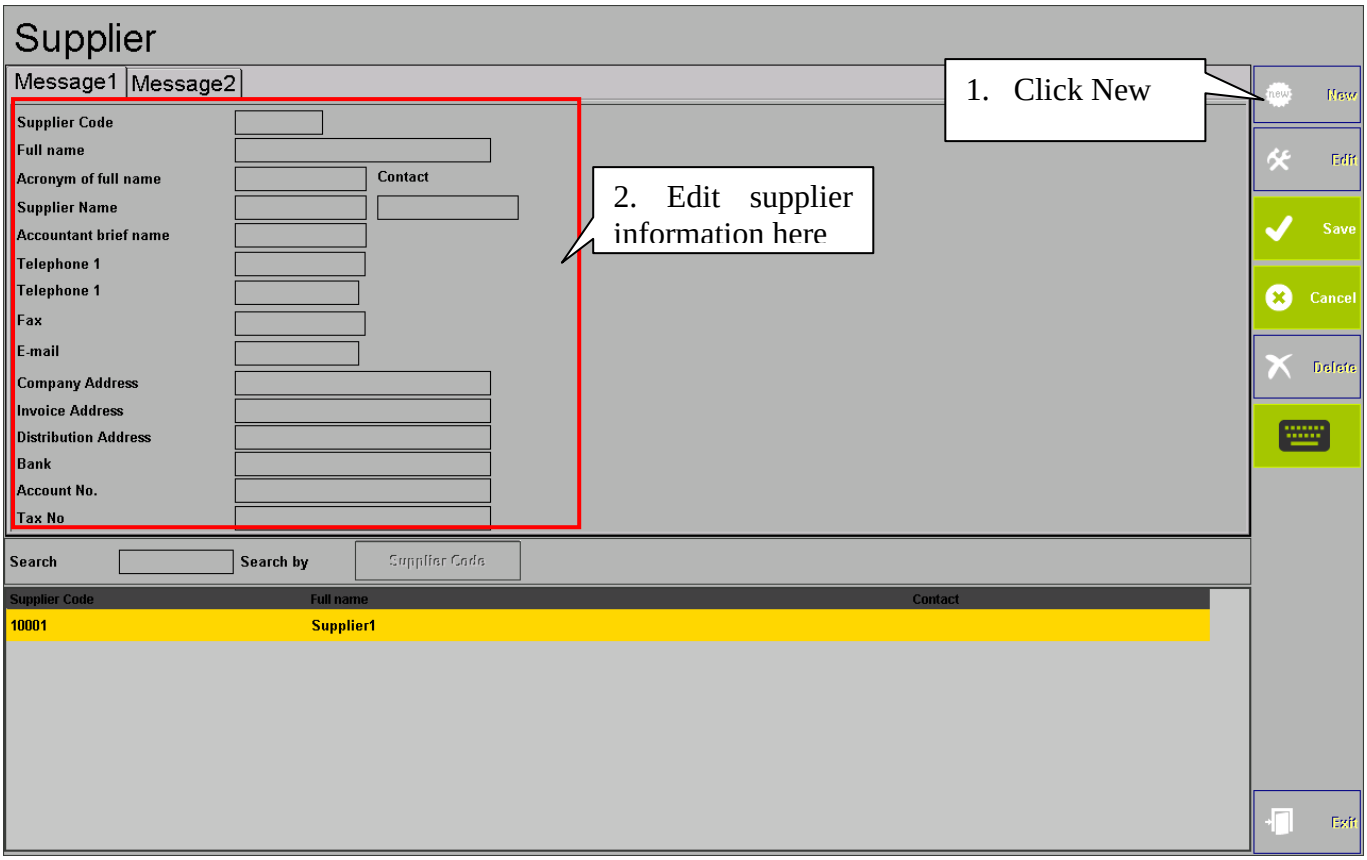
3.2.22. How to Edit Member Points



4. Stock

Click “Back Office” to enter to back office, and click “Stock” to enter following interface:

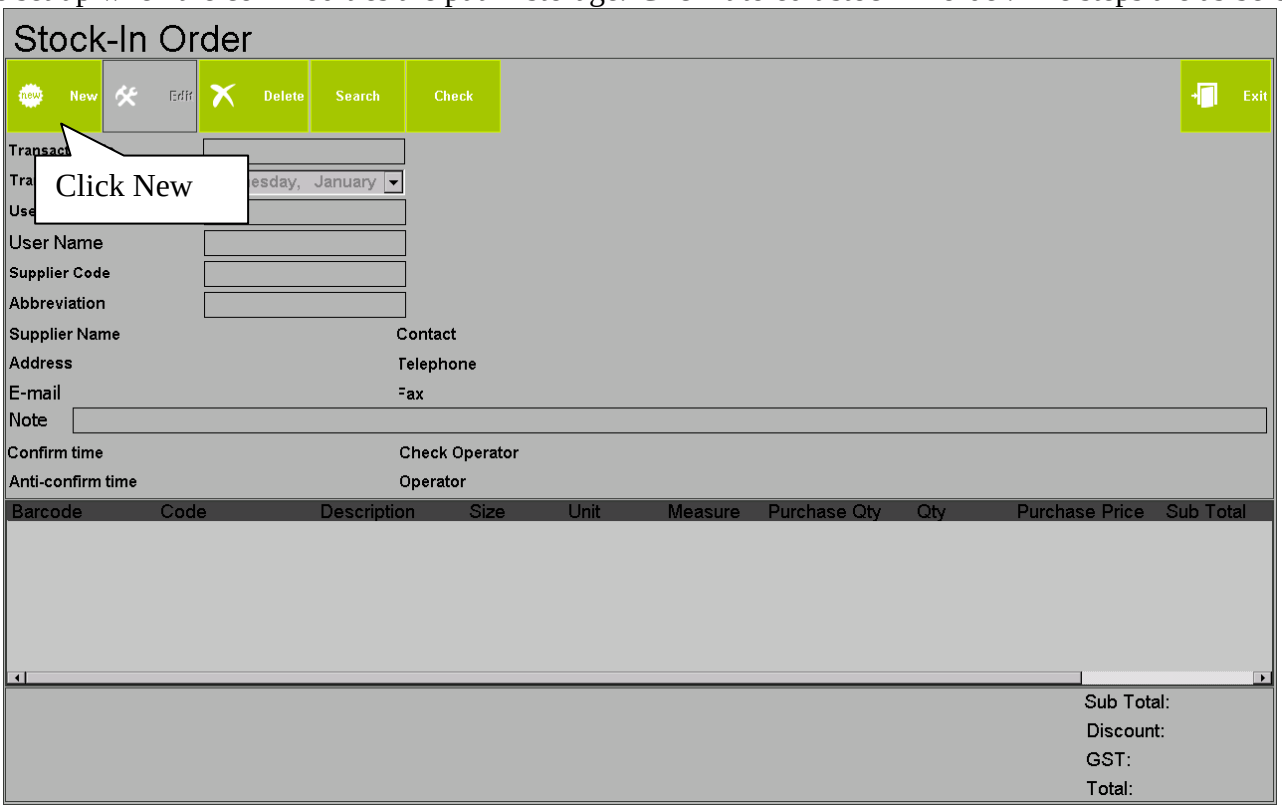
First, the supplier should be set. The steps are as below:
Enter to back office, and click “Basic→ Supplier”:

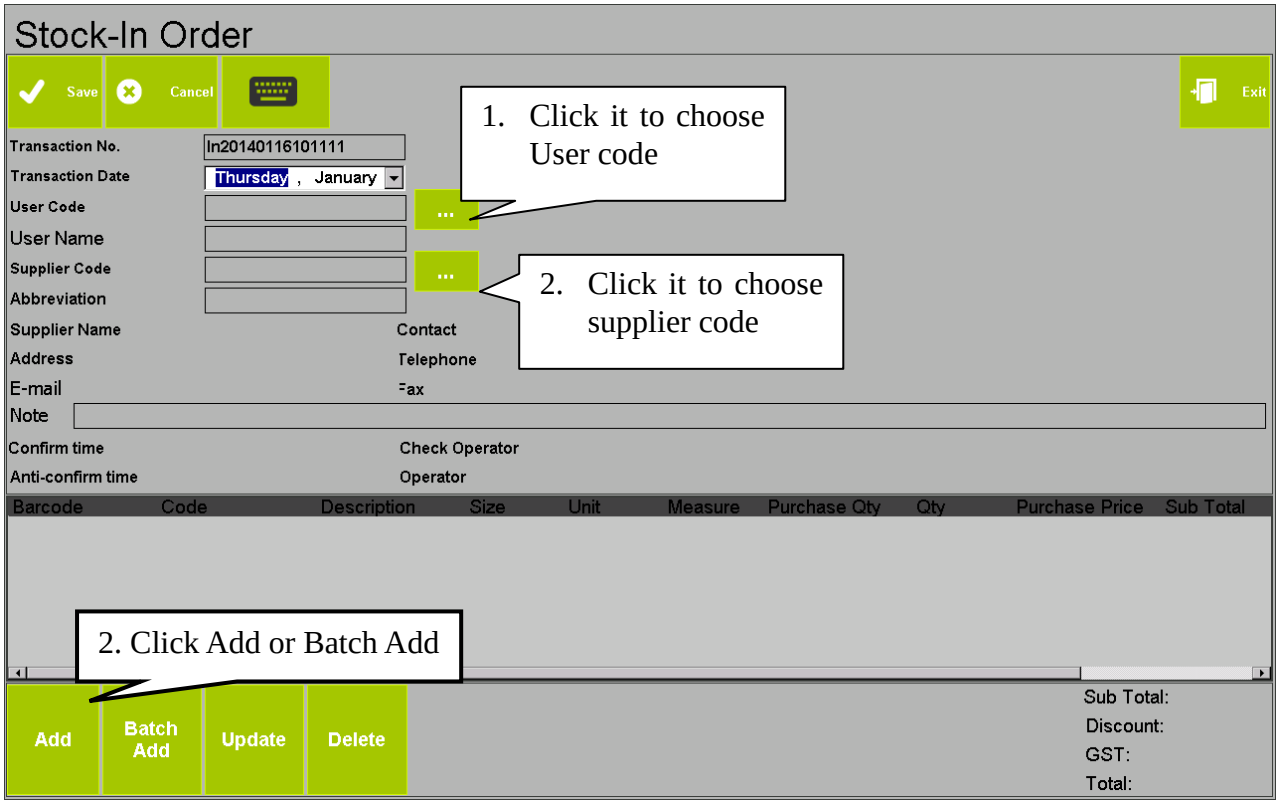


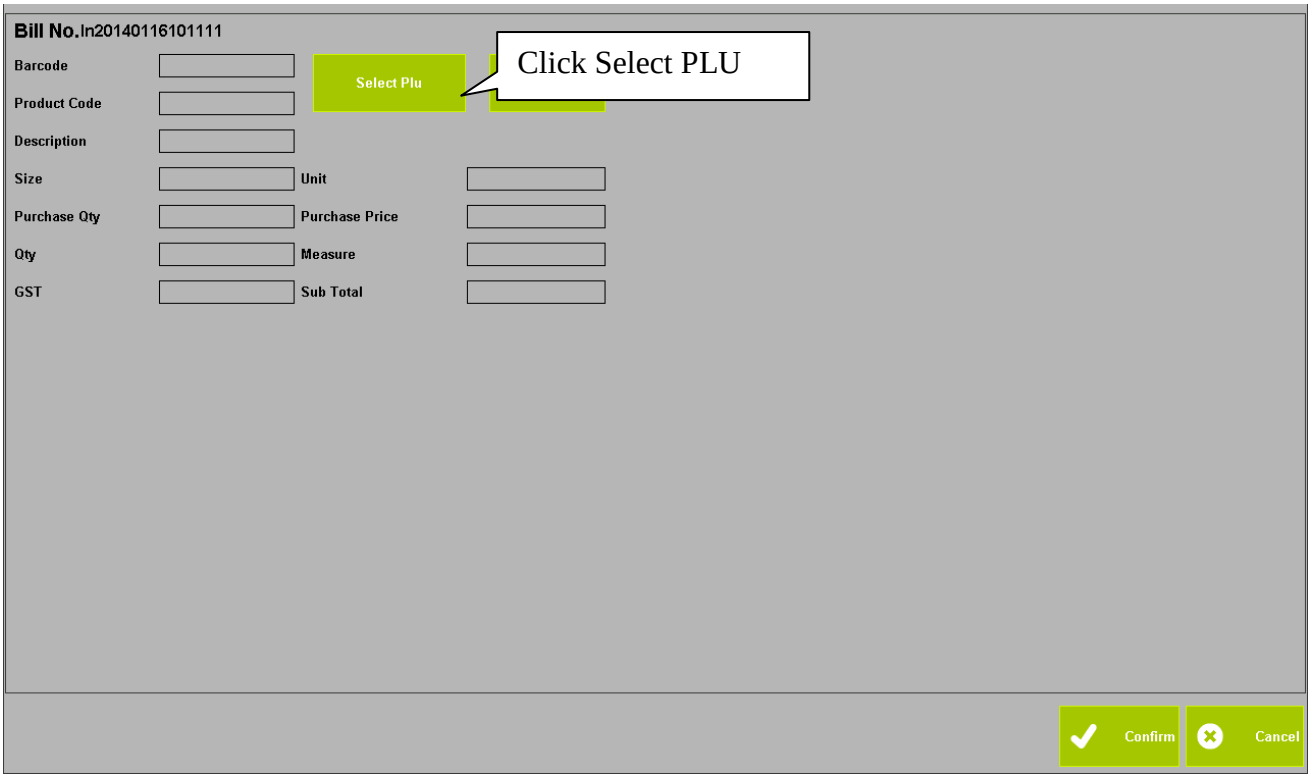
Note: Please tick “Stock Link” item in the PLU editing interface.

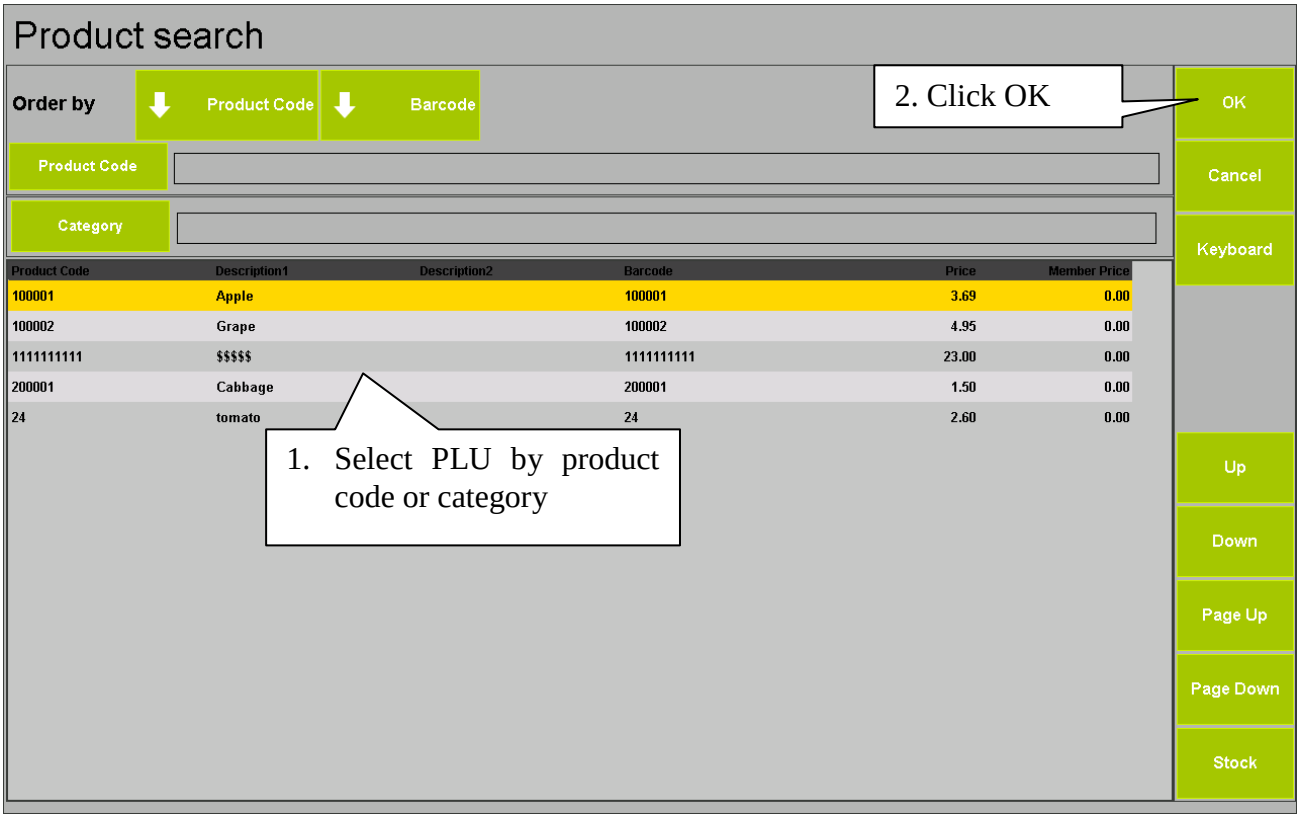
4.1. How to make Stock In

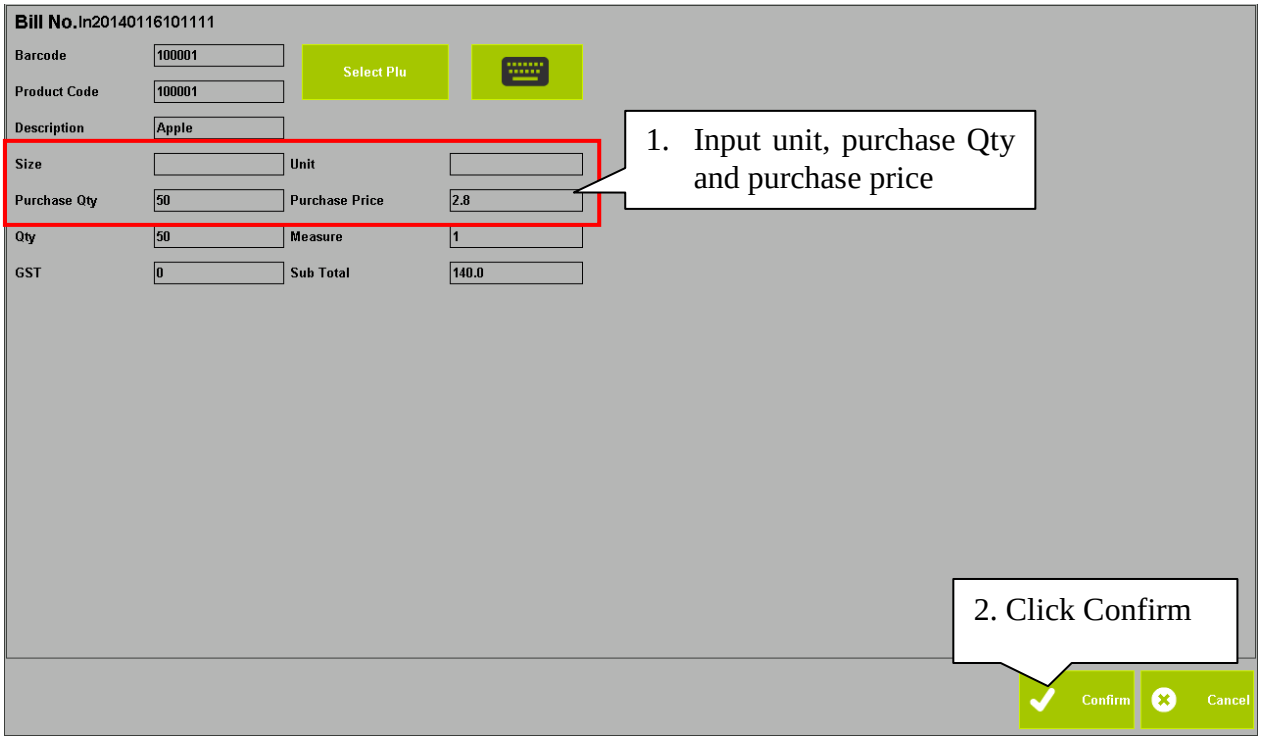
It is set up when the commodities are put in storage. Click it to edit stock-in order. The steps are as below:

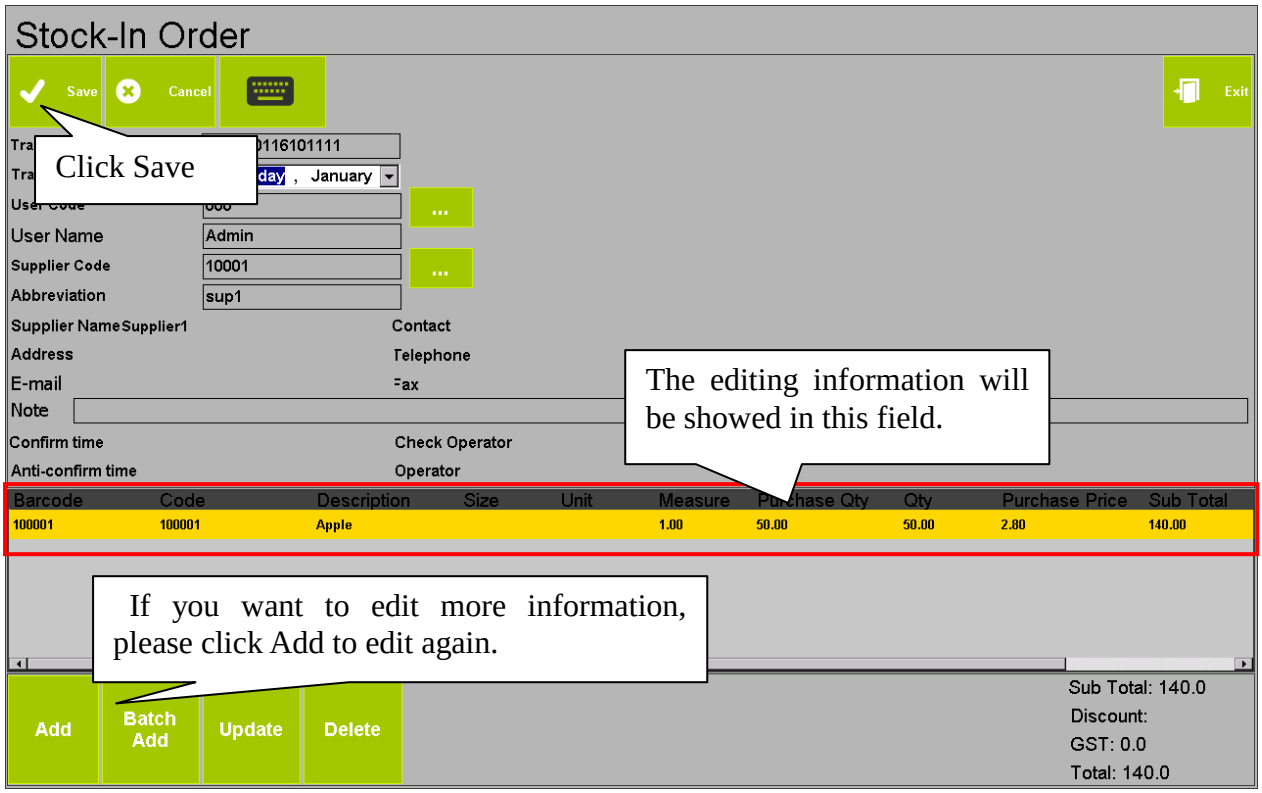


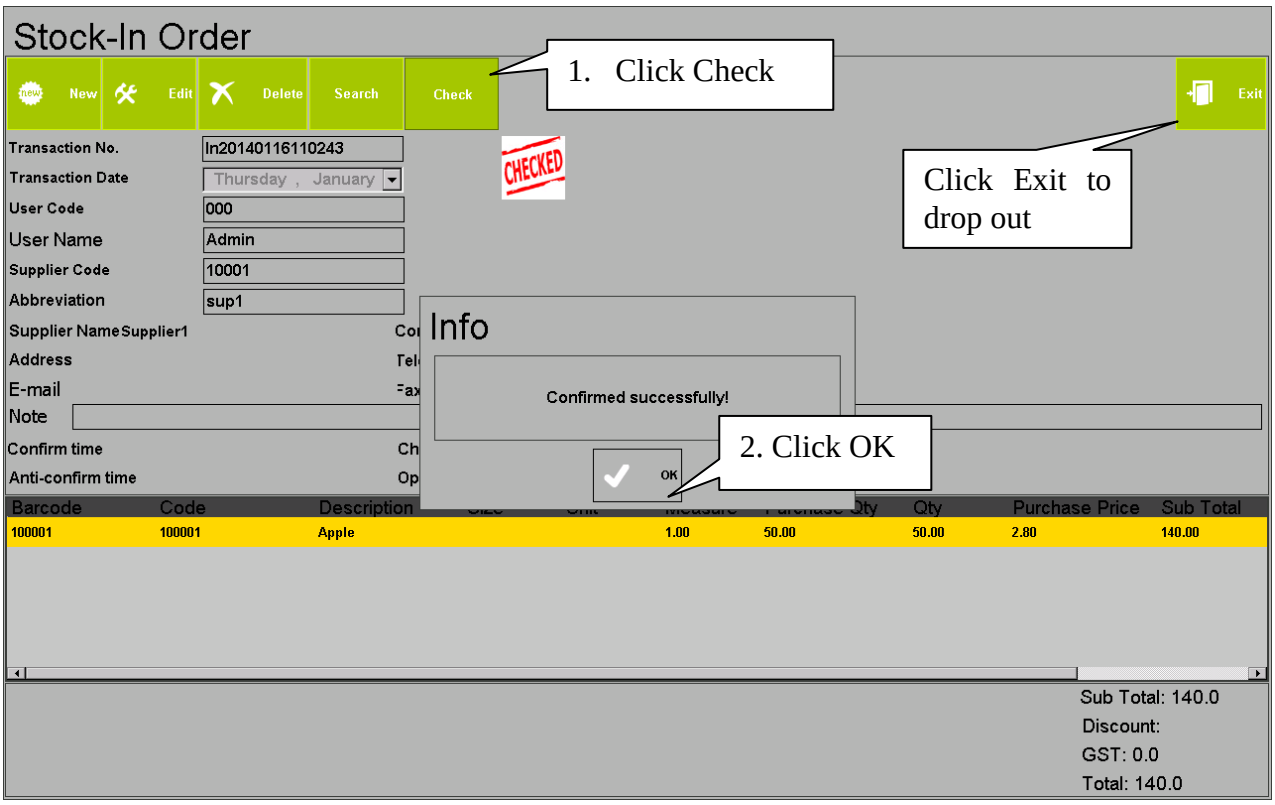



Bill No.In20140116101111
Barcode
Product Code
Description
Size
Unit
Purchase Qty
Purchase Price
Qty
Measure
GST
Sub Total
Select Plu
Click Select PLU
Confirm
Cancel

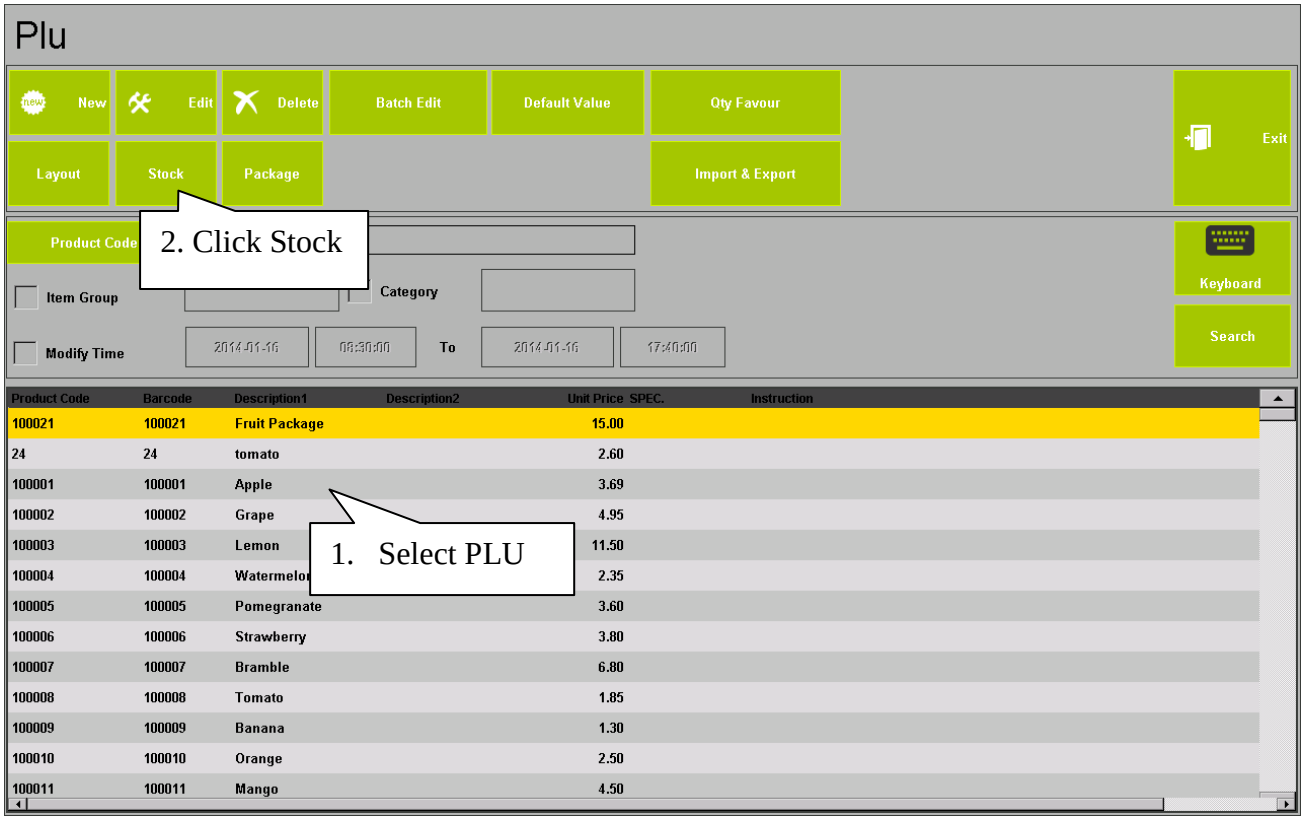

Product search
Order by
Product Code
Barcode
2. Click OK
OK
Cancel
Keyboard
Product Code
Category
Product Code
Description1
Description2
Barcode
Price
Member Price
100001
Apple
100001
3.69
0.00
100002
Grape
100002
4.95
0.00
1111111111
$$$$$
1111111111
23.00
0.00
200001
Cabbage
200001
1.50
0.00
24
tomato
24
2.60
0.00
1. Select PLU by product code or category
Up
Down
Page Up
Page Down
Stock

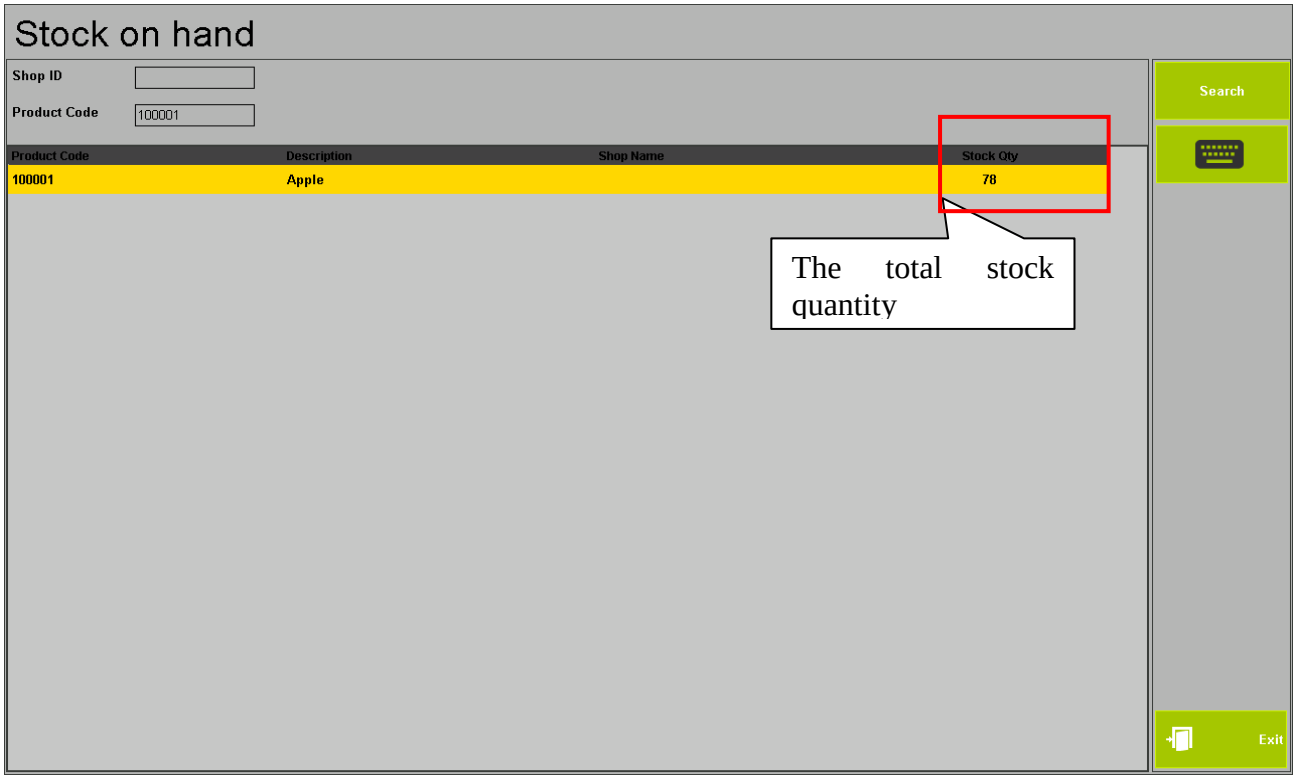

Bill No.In20140116101111
Barcode
100001
Select Plu
Product Code
100001
Description
Apple
Size
Unit
Purchase Qty
50
Purchase Price
2.8
Qty
50
Measure
1
GST
0
Sub Total
140.0
1. Input unit, purchase Qty and purchase price
2. Click Confirm
Confirm
Cancel


Stock-In Order
Save
Cancel
Exit
Click Save
User Name
Admin
Supplier Code
10001
Abbreviation
sup1
Supplier Name Supplier1
Contact
Address
Telephone
E-mail
Fax
Note
Confirm time
Check Operator
Anti-confirm time
Operator
The editing information will be showed in this field.
Barcode
Code
Description
Size
Unit
Measure
Purchase Qty
Qty
Purchase Price
Sub Total
100001
100001
Apple
1.00
50.00
50.00
2.80
140.00
If you want to edit more information, please click Add to edit again.
Add
Batch Add
Update
Delete
Sub Total: 140.0
Discount:
GST: 0.0
Total: 140.0



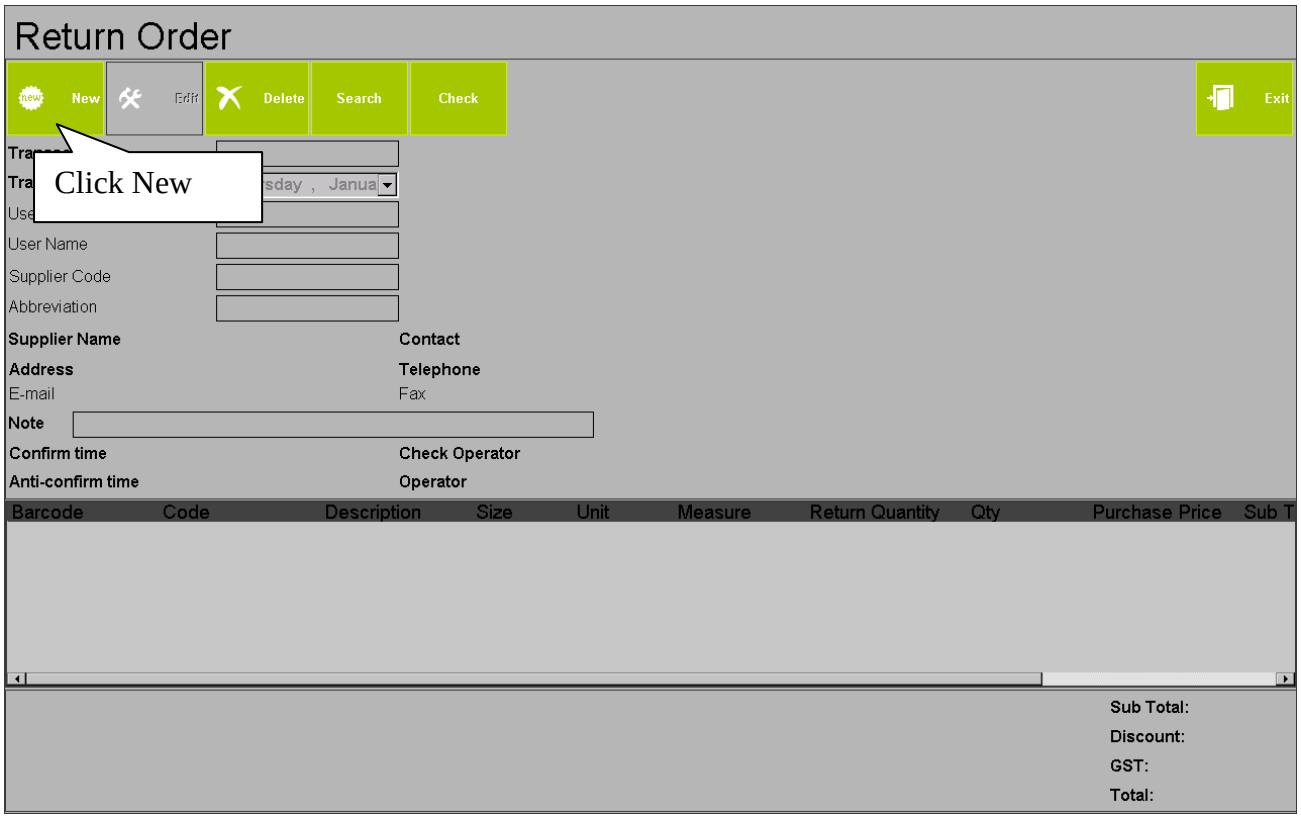
After editing, you can search total quantity of the editing PLU. Return to back office, click "Basic→ Plu":

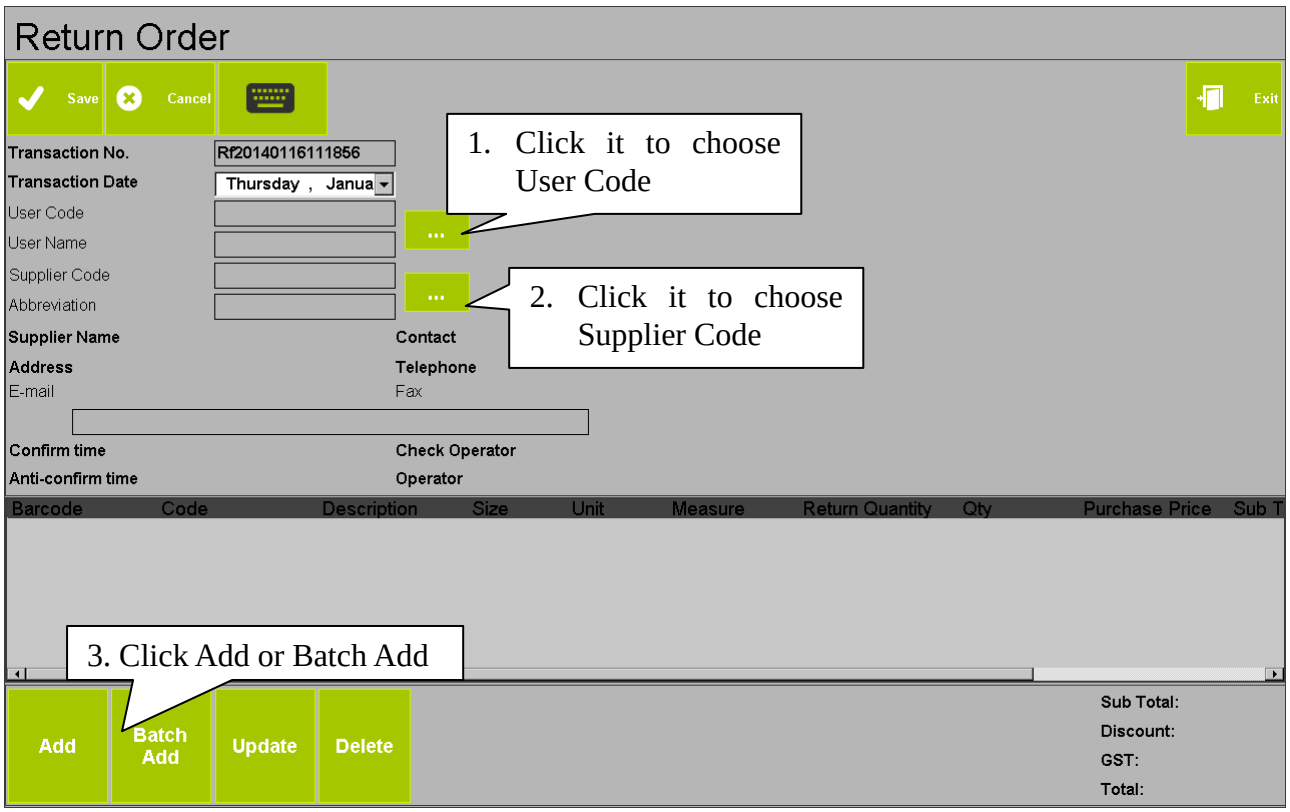


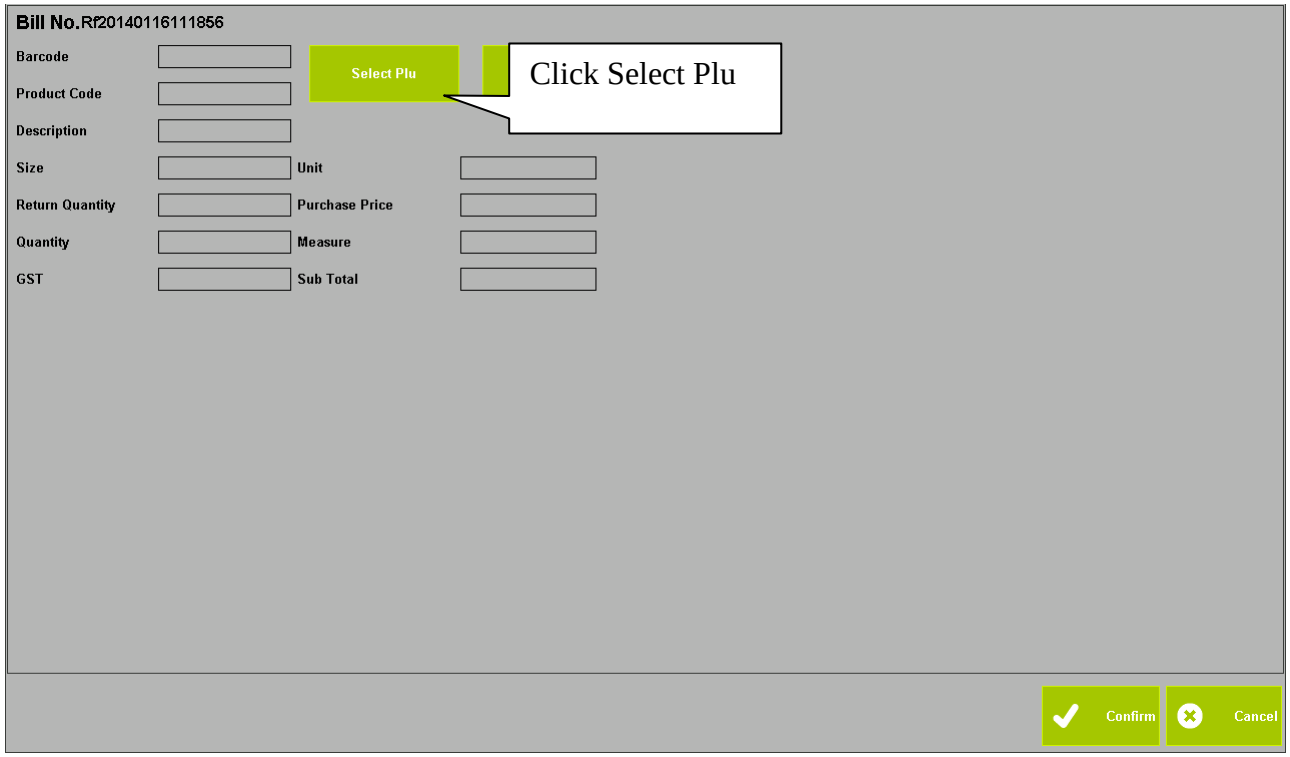


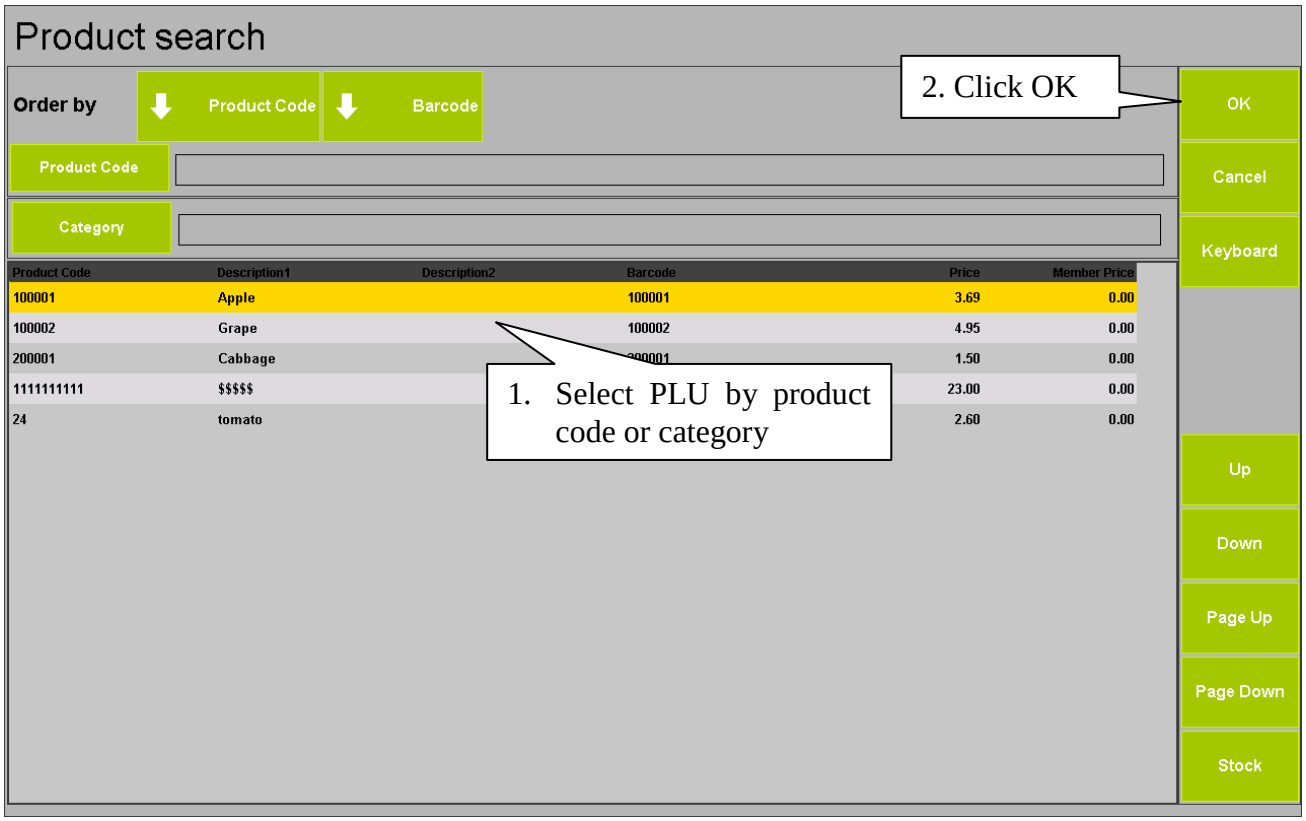
4.2. How to make Stock Refund

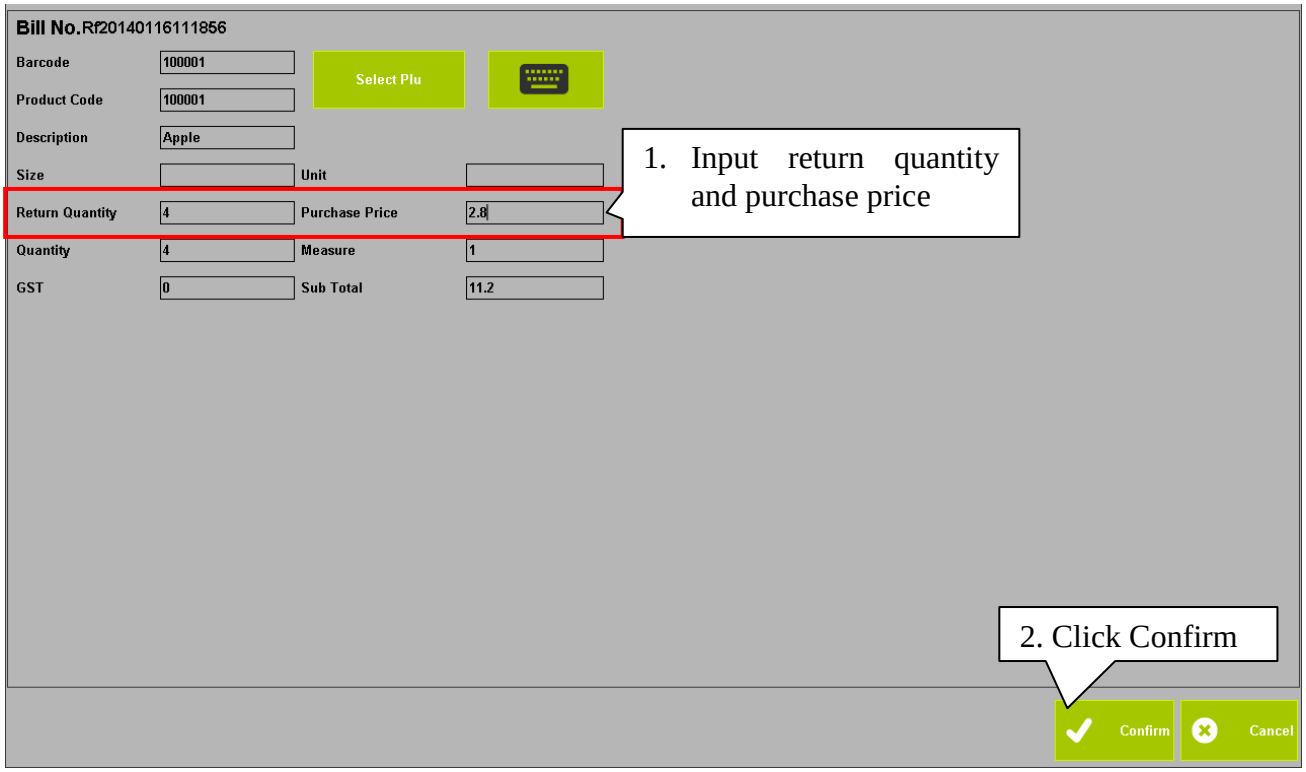
It is set up when the commodities are returned to the supplier. And the inventory will be reduced accordingly. Click "Stock Refund" to edit refund order, the steps are as below:

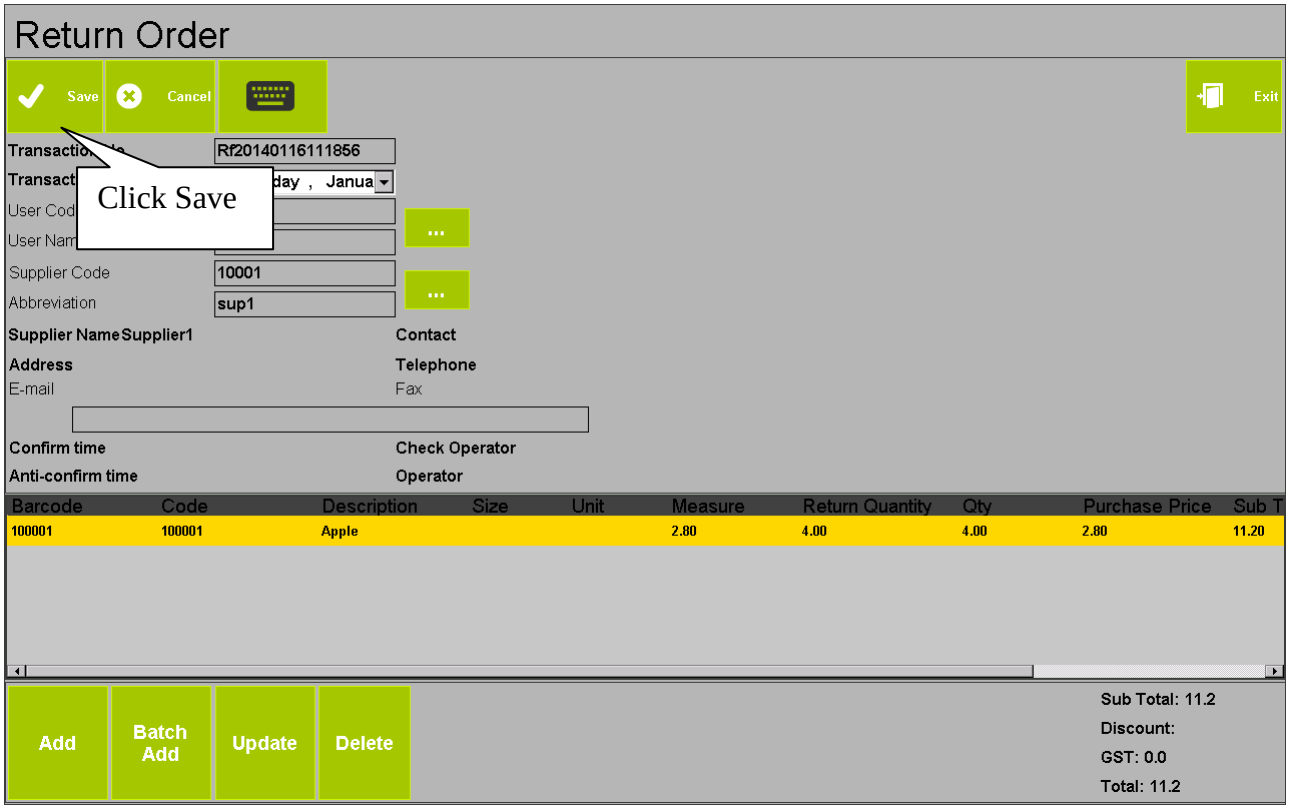


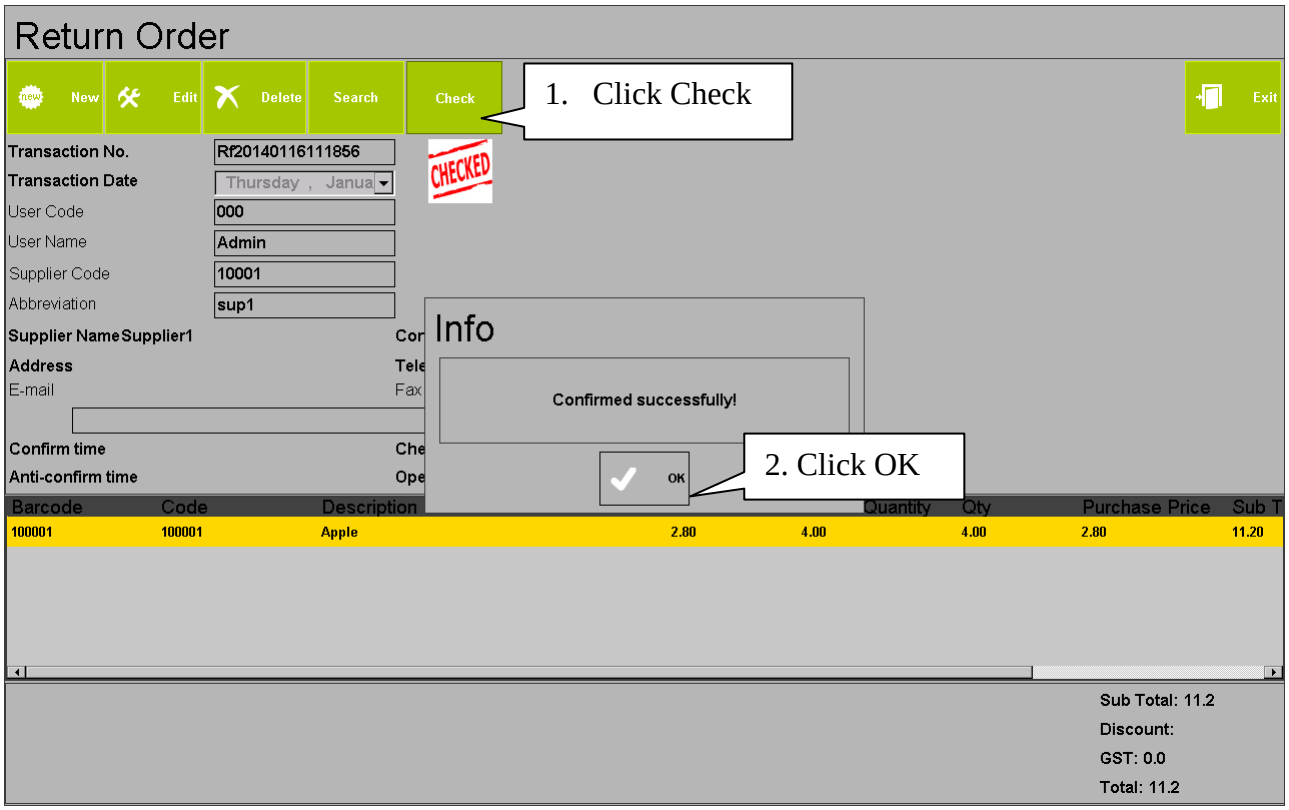

Return Order
Save
Cancel
Exit
Transaction No.
Rf20140116111856
Transaction Date
Thursday , Janua
User Code
User Name
Supplier Code
Abbreviation
Supplier Name
Contact
Address
Telephone
E-mail
Fax
Confirm time
Check Operator
Anti-confirm time
Operator
Barcode
Code
Description
Size
Unit
Measure
Return Quantity
Qty
Purchase Price
Sub T
1. Click it to choose User Code
2. Click it to choose Supplier Code
3. Click Add or Batch Add
Add
Batch Add
Update
Delete
Sub Total:
Discount:
GST:
Total:


Bill No.Rf20140116111856
Barcode
Product Code
Description
Size
Unit
Return Quantity
Purchase Price
Quantity
Measure
GST
Sub Total
Select Plu
Click Select Plu
Confirm
Cancel

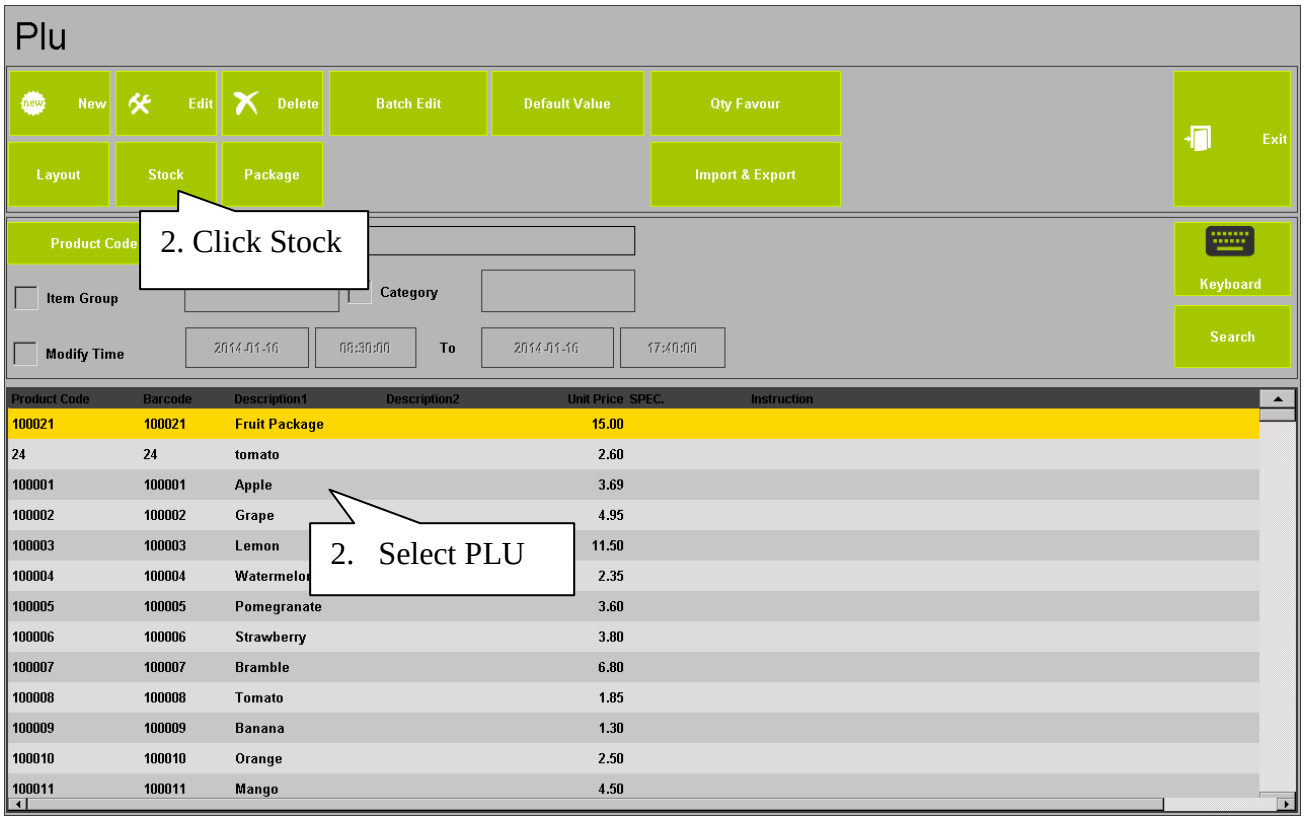

Product search
Order by
Product Code
Barcode
Product Code
Category
Product Code
Description1
Description2
Barcode
Price
Member Price
100001
Apple
100001
3.69
0.00
100002
Grape
100002
4.95
0.00
200001
Cabbage
1.50
0.00
1111111111
$$$$$
23.00
0.00
24
tomato
2.60
0.00
2. Click OK
1. Select PLU by product code or category
OK
Cancel
Keyboard
Up
Down
Page Up
Page Down
Stock

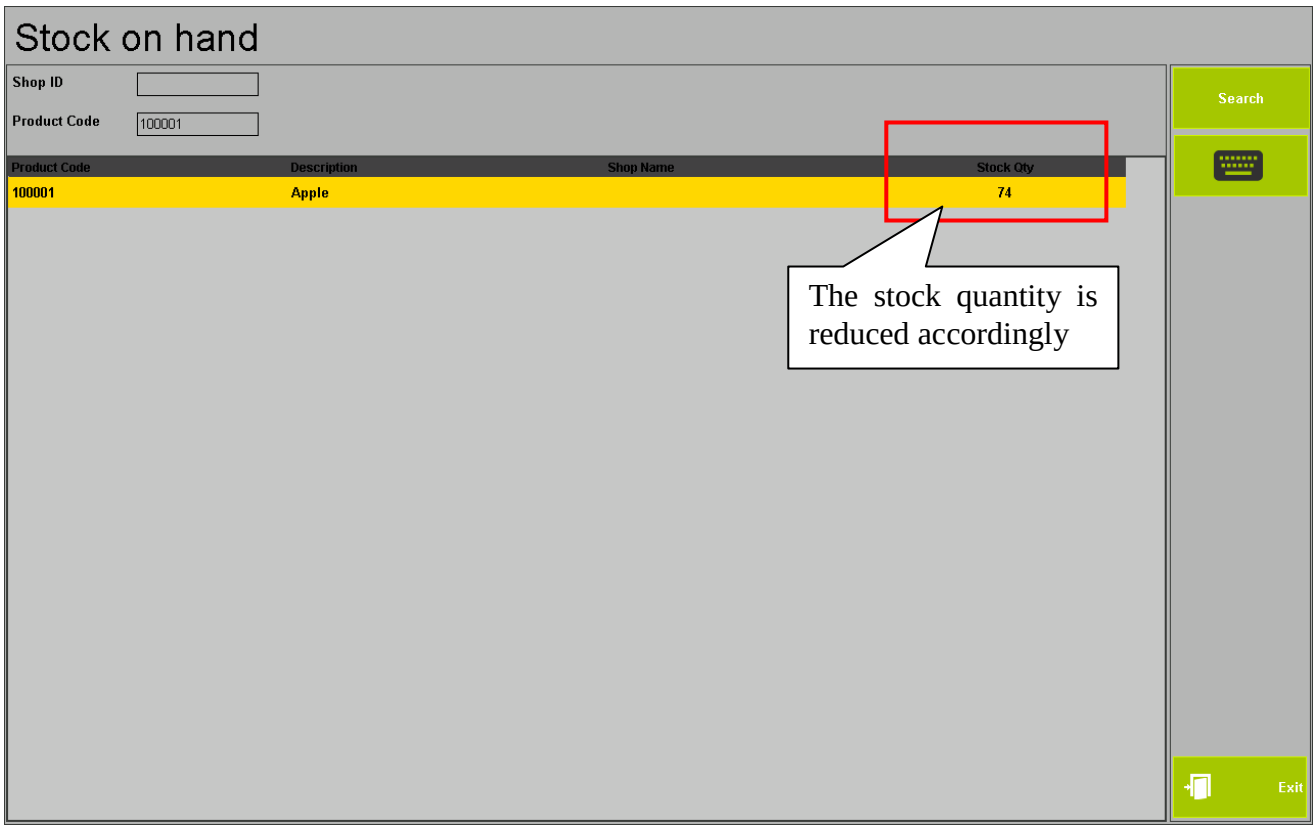

Bill No.Rf20140116111856
Barcode
100001
Select Plu
Product Code
100001
Description
Apple
Size
Unit
Return Quantity
4
Purchase Price
2.8
Quantity
4
Measure
1
GST
0
Sub Total
11.2
1. Input return quantity and purchase price
2. Click Confirm
Confirm
Cancel





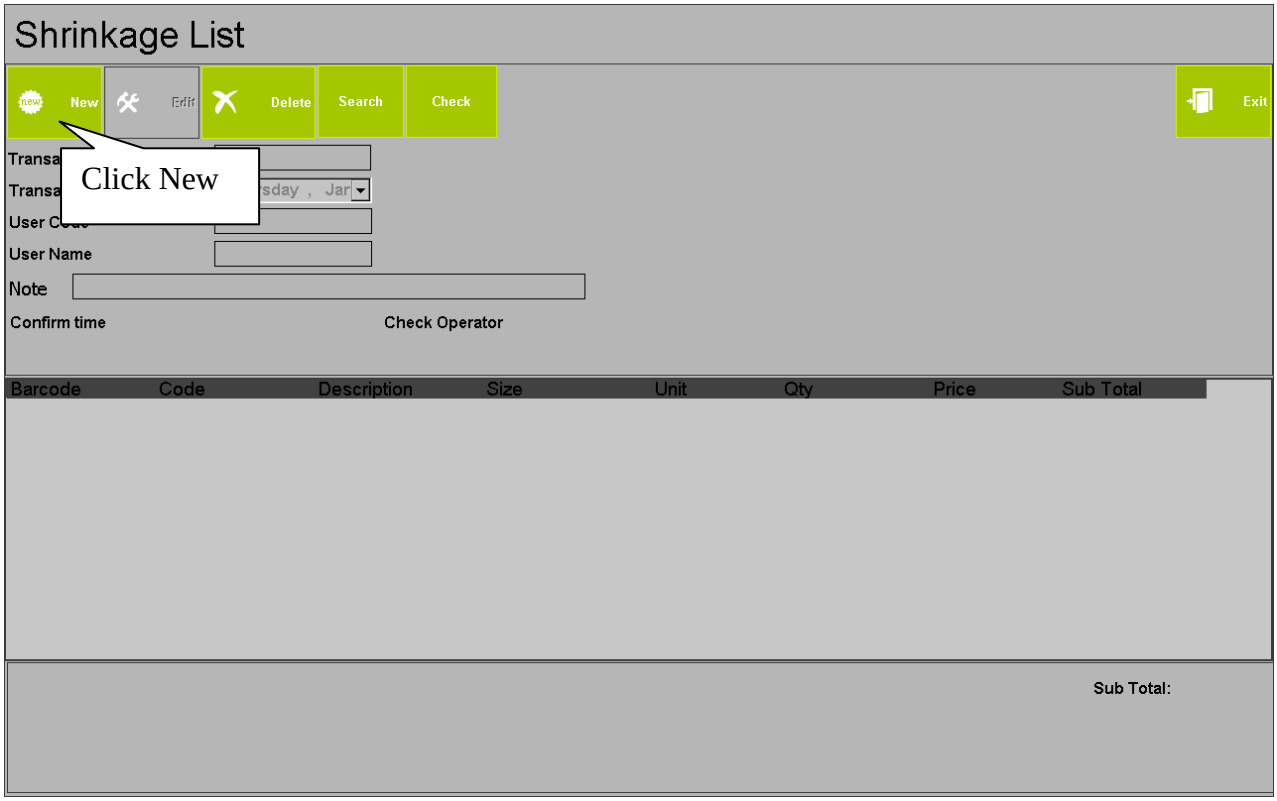
After editing, the stock quantity will be reduced accordingly. Return to back office, click “Basic→ Plu”:

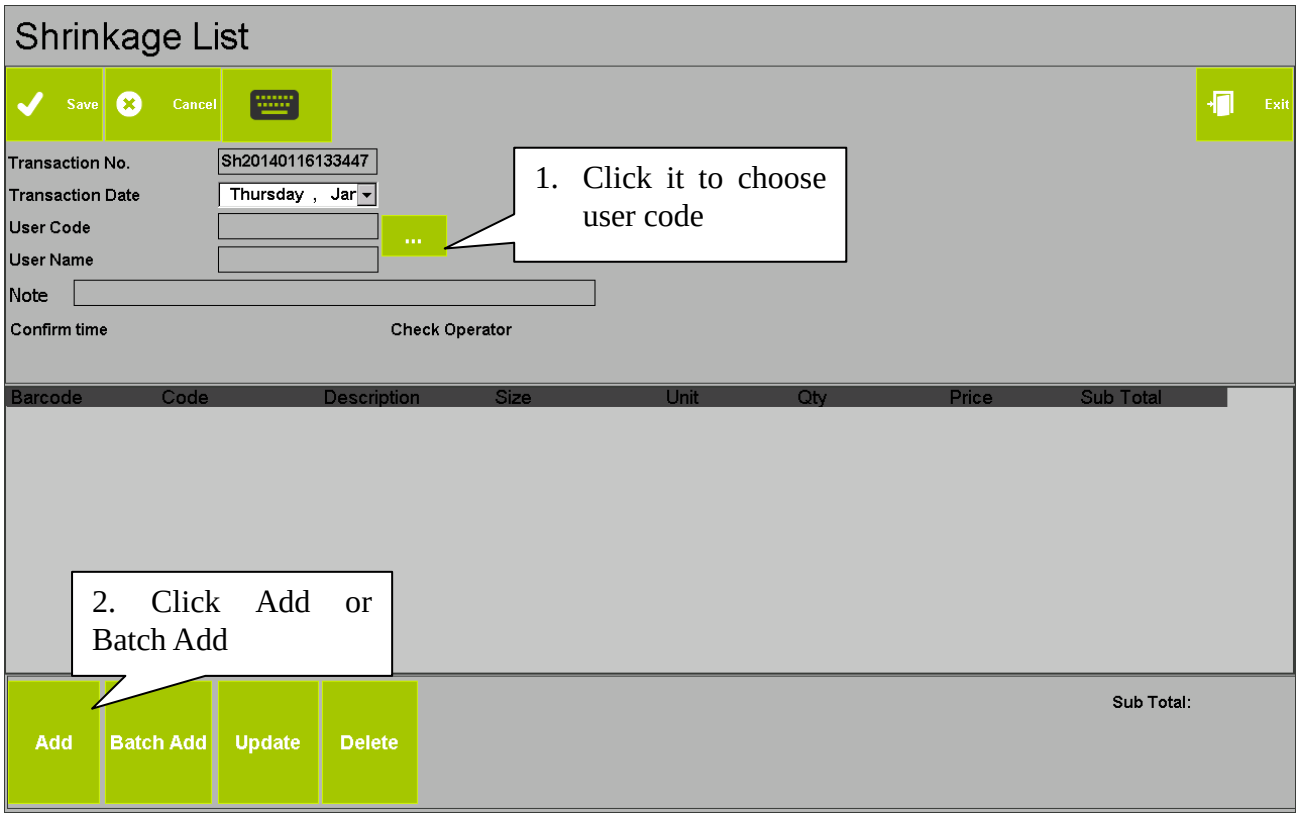

Plu
New
Edit
Delete
Batch Edit
Default Value
Qty Favour
Exit
Layout
Stock
Package
Import & Export
2. Click Stock
Product Code
Item Group
Category
Modify Time
2014-01-16
08:30:00
To
2014-01-16
17:40:00
Keyboard
Search
Product Code
Barcode
Description1
Description2
Unit Price
SPEC.
Instruction
100021 100021 Fruit Package 15.00
24 24 tomato 2.60
100001 100001 Apple 3.69
100002 100002 Grape 4.95
100003 100003 Lemon 11.50
100004 100004 Watermelon 2.35
100005 100005 Pomegranate 3.60
100006 100006 Strawberry 3.80
100007 100007 Bramble 6.80
100008 100008 Tomato 1.85
100009 100009 Banana 1.30
100010 100010 Orange 2.50
100011 100011 Mango 4.50
2. Select PLU


Stock on hand
Shop ID
Product Code
100001
Search
Product Code
Description
Shop Name
Stock Qty
100001 Apple 74
The stock quantity is reduced accordingly
Exit

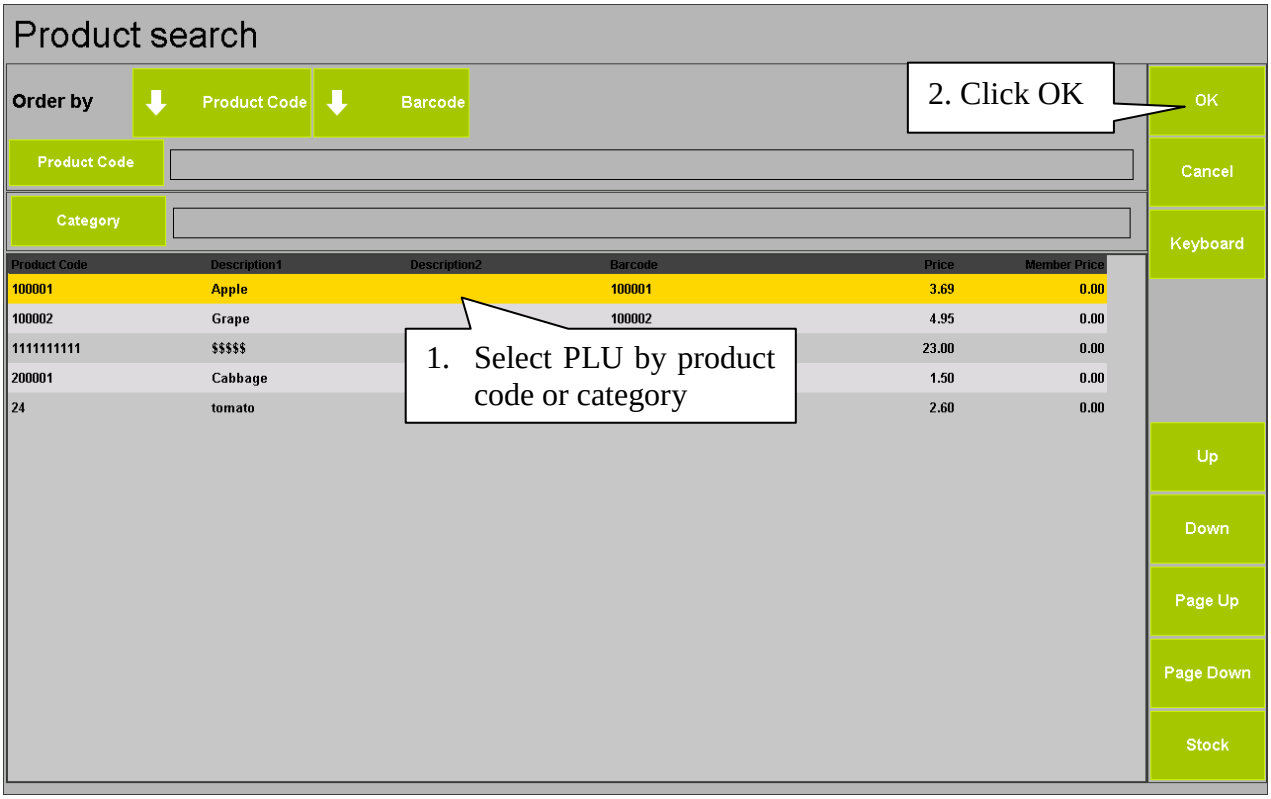
4.3. How to make Shrinkage

It records the quantity of damaged commodity and the reasons. And the inventory will be reduced accordingly. Click “Shrinkage” to edit shrinkage list, the steps are as below:

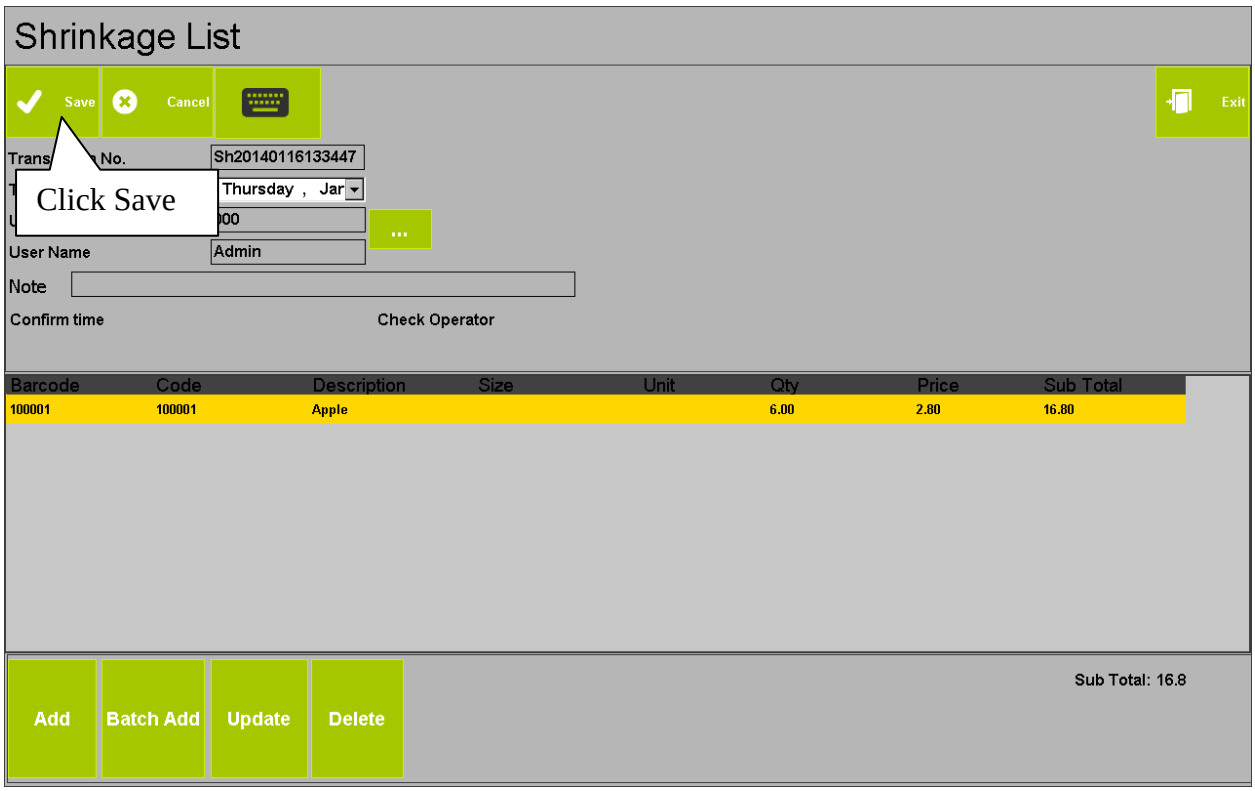


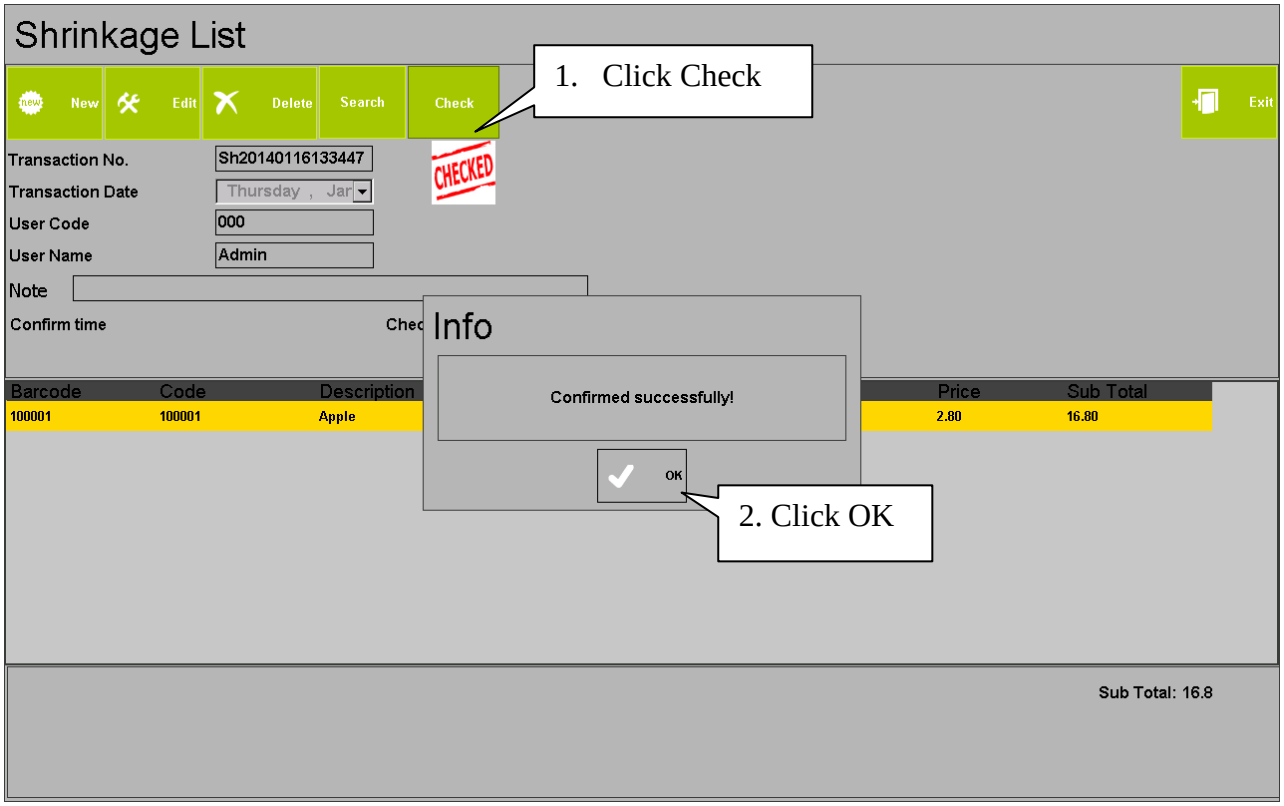


Bill No.Sh20140116133447
Barcode
Product Code
Description
Size
Unit
Qty
Price
Select Plu
Click Select PLU
Sub Total
Confirm
Cancel

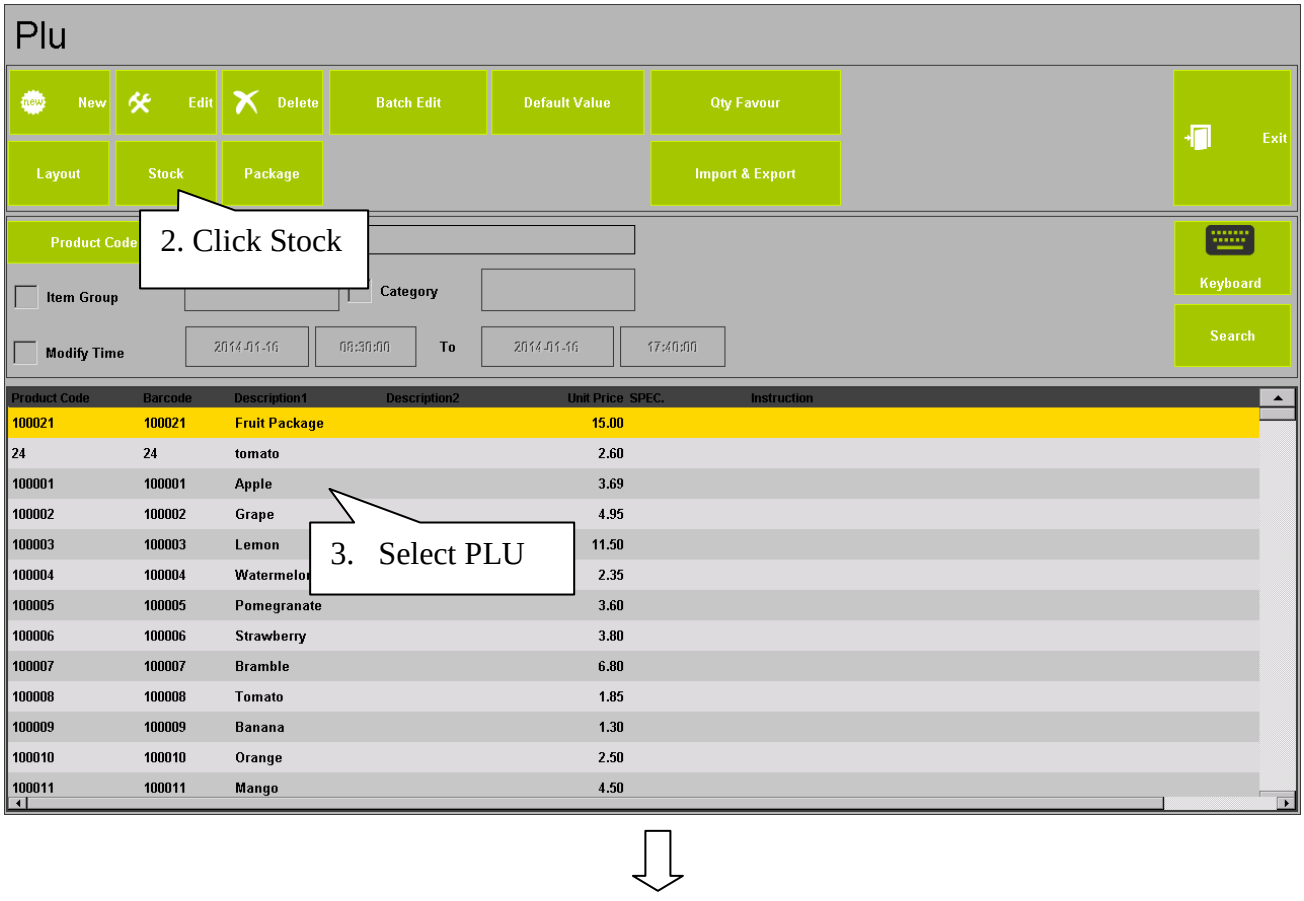

Product search
Order by
Product Code
Barcode
2. Click OK
OK
Product Code
Cancel
Category
Keyboard
Product Code
Description1
Description2
Barcode
Price
Member Price
100001
Apple
100001
3.69
0.00
100002
Grape
100002
4.95
0.00
1111111111
$$$$$
23.00
0.00
200001
Cabbage
1.50
0.00
24
tomato
2.60
0.00
1. Select PLU by product code or category
Up
Down
Page Up
Page Down
Stock

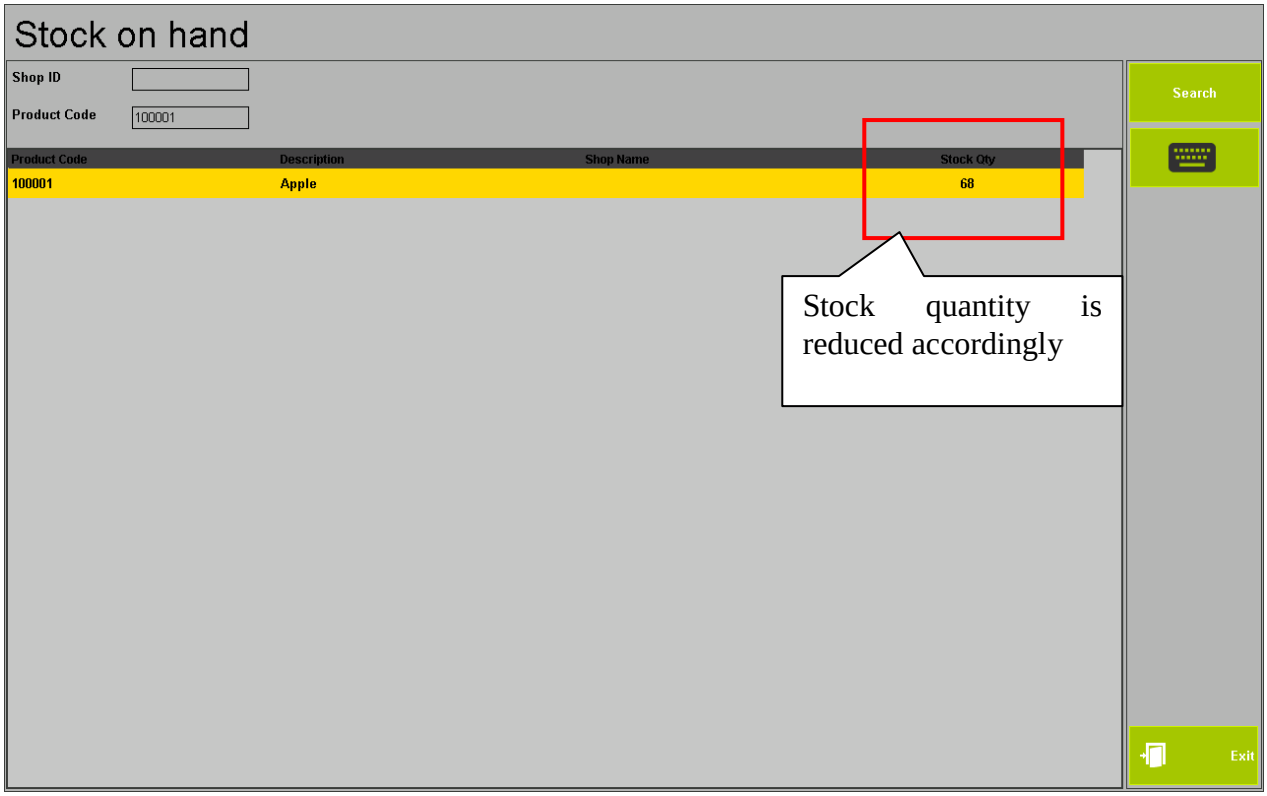
Bill No. Sh20140116133447
Barcode
100001
Select Plu
Product Code
100001
Description
Apple
Size
Unit
Qty
6
Price
2.8
16.8
1. Input quantity
2. Click Confirm
Confirm
Cancel


Shrinkage List
Save
Cancel
Exit
Click Save
Sh20140116133447
Thursday , Jar
Admin
User Name
Note
Confirm time
Check Operator
Barcode
Code
Description
Size
Unit
Qty
Price
Sub Total
100001
100001
Apple
6.00
2.80
16.80
Add
Batch Add
Update
Delete
Sub Total: 16.8



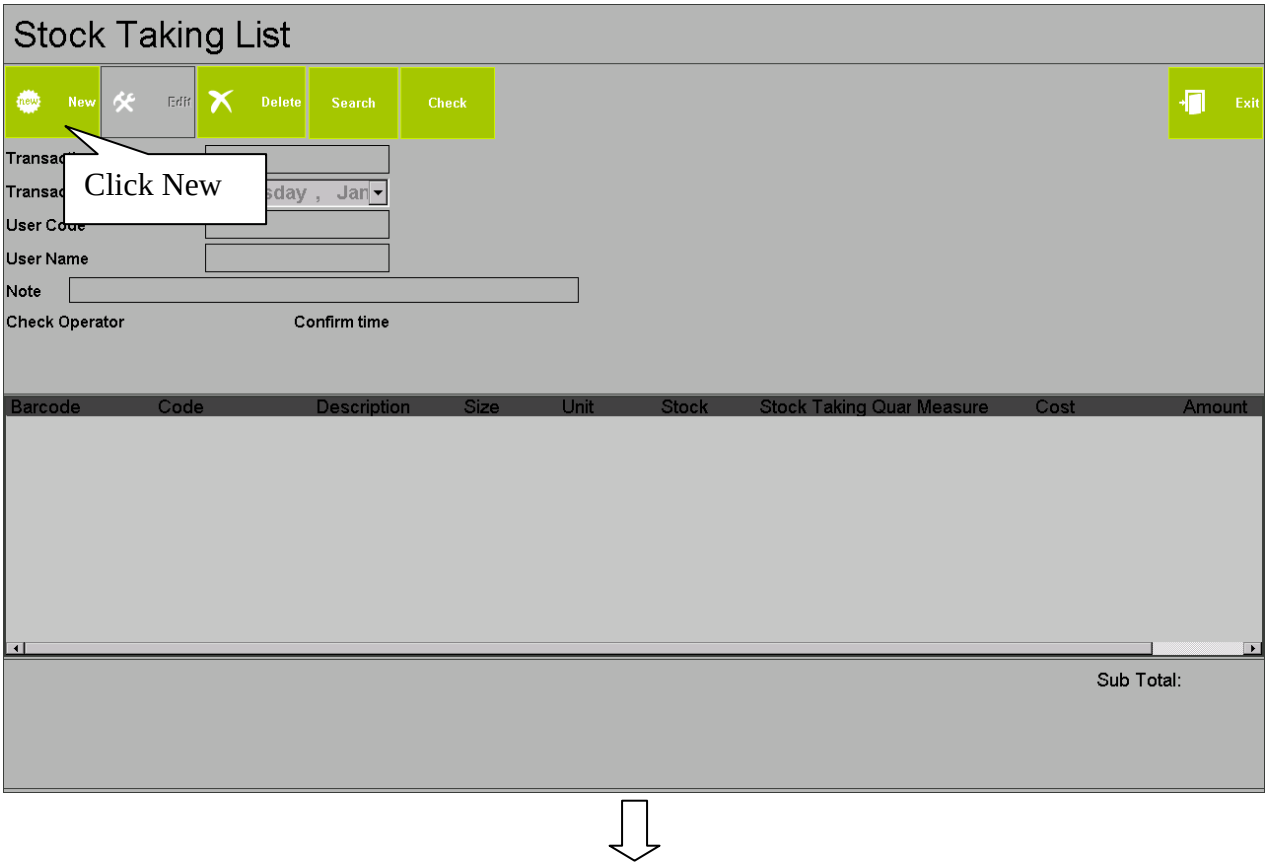
After editing, the stock quantity will be reduced accordingly. Return to back office, click "Basic→ Plu":



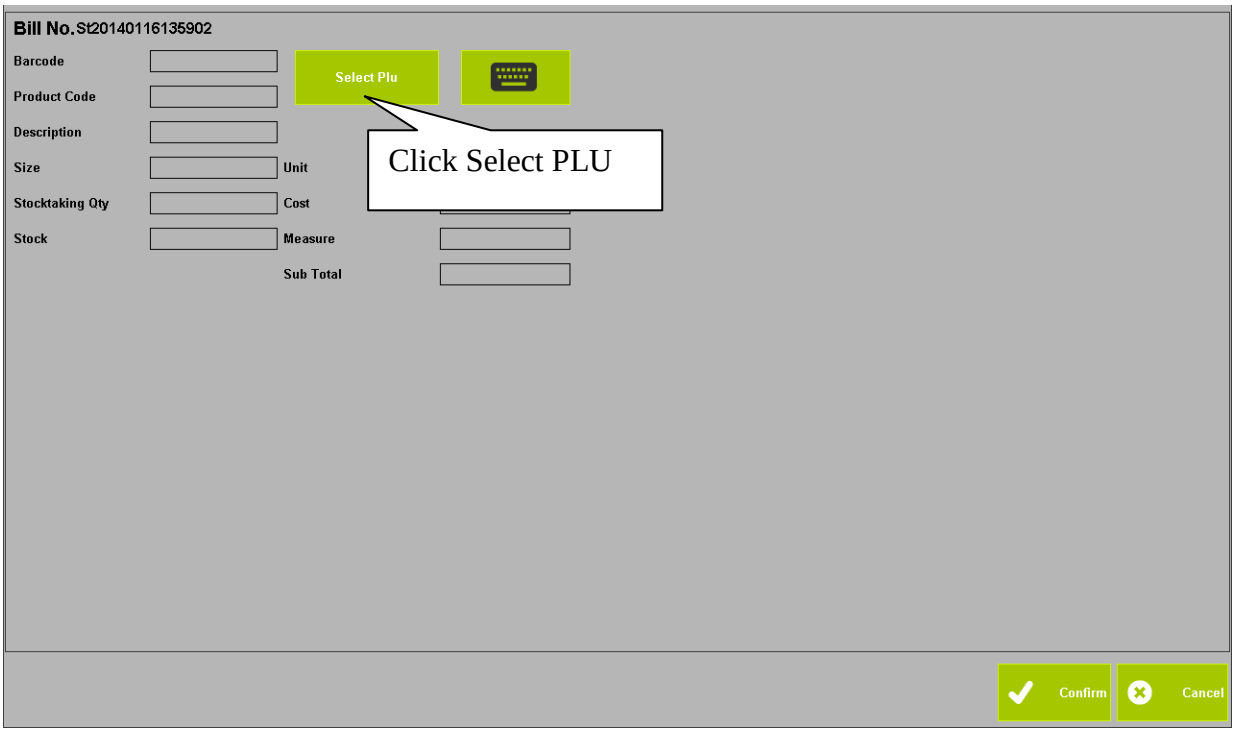


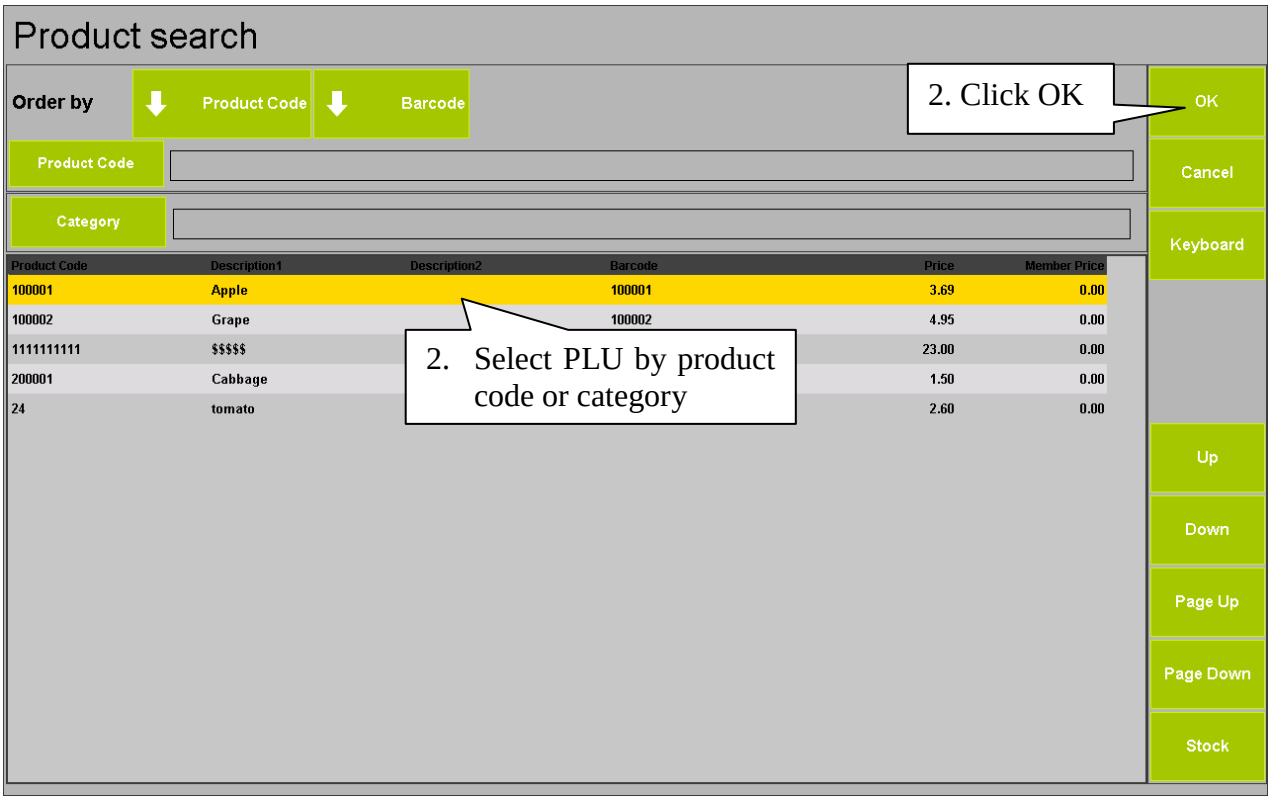
4.4. How to makeStock Taking

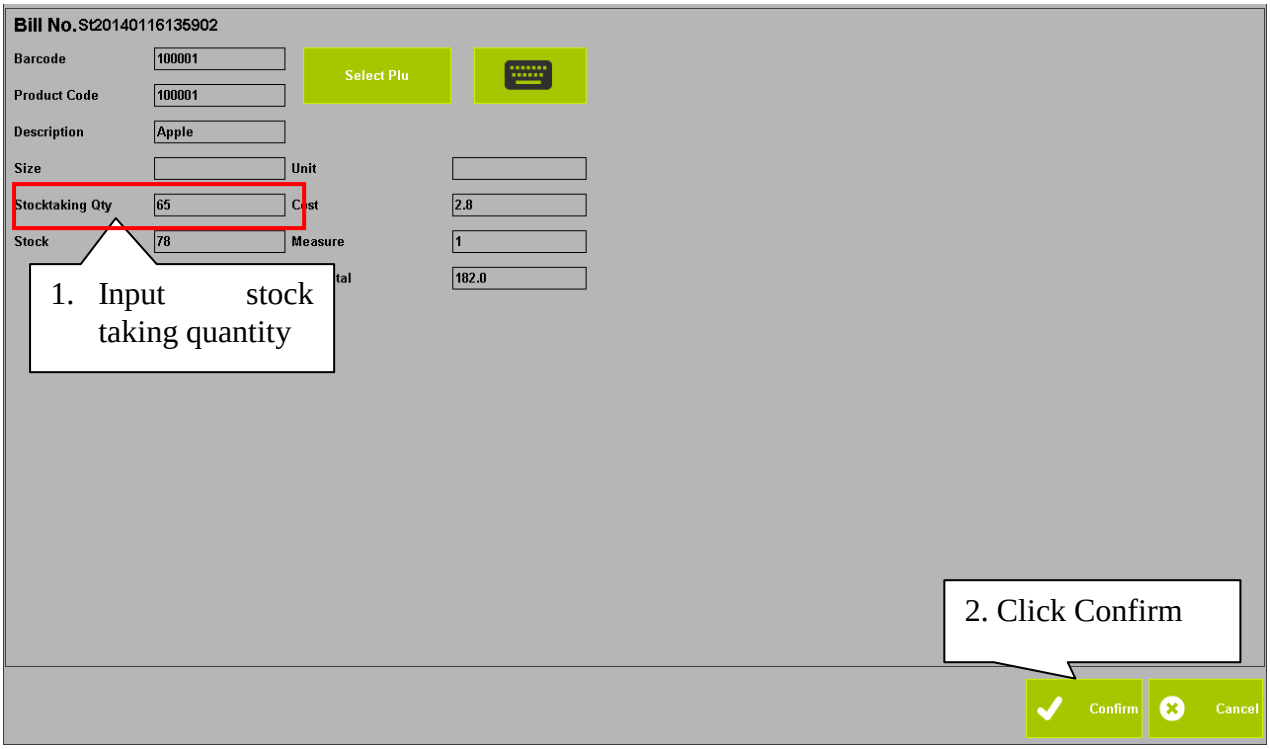
Make an inventory of the commodities to check the actual loss during the specific period. And the inventory will be changed into actual counted quantity. Click “Shrinkage” to edit shrinkage list, the steps are as below:

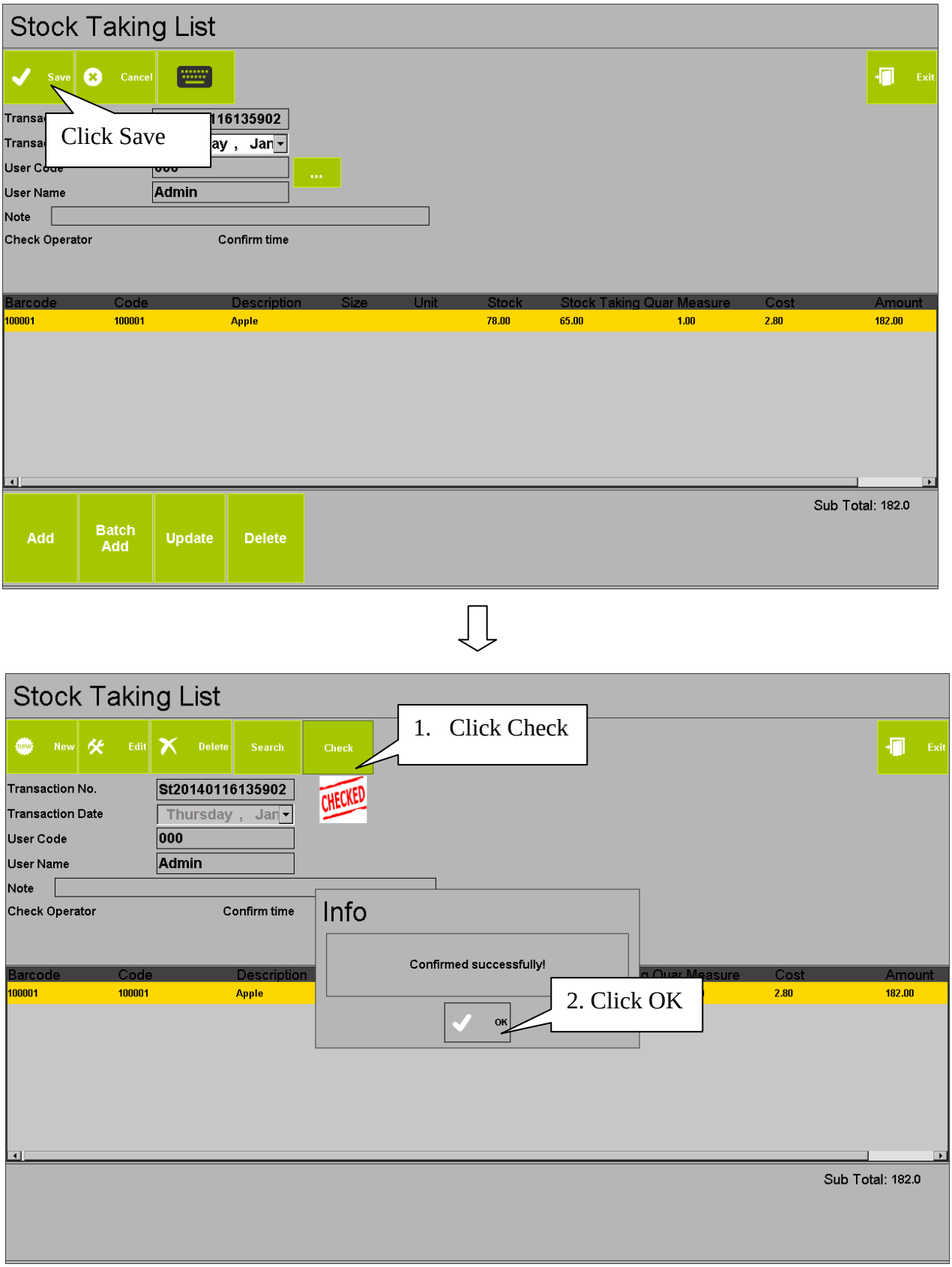


Stock Taking List
Save
Cancel
Exit
Transaction No.
St20140116135902
Transaction Date
Thursday , Jan
User Code
User Name
Note
Check Operator
Confirm time
...
1. Click it to choose user name
Barcode
Code
Description
Size
Unit
Stock
Stock Taking Quar Measure
Cost
Amount
2. Click Add or Batch Add
Add
Batch Add
Update
Delete
Sub Total:

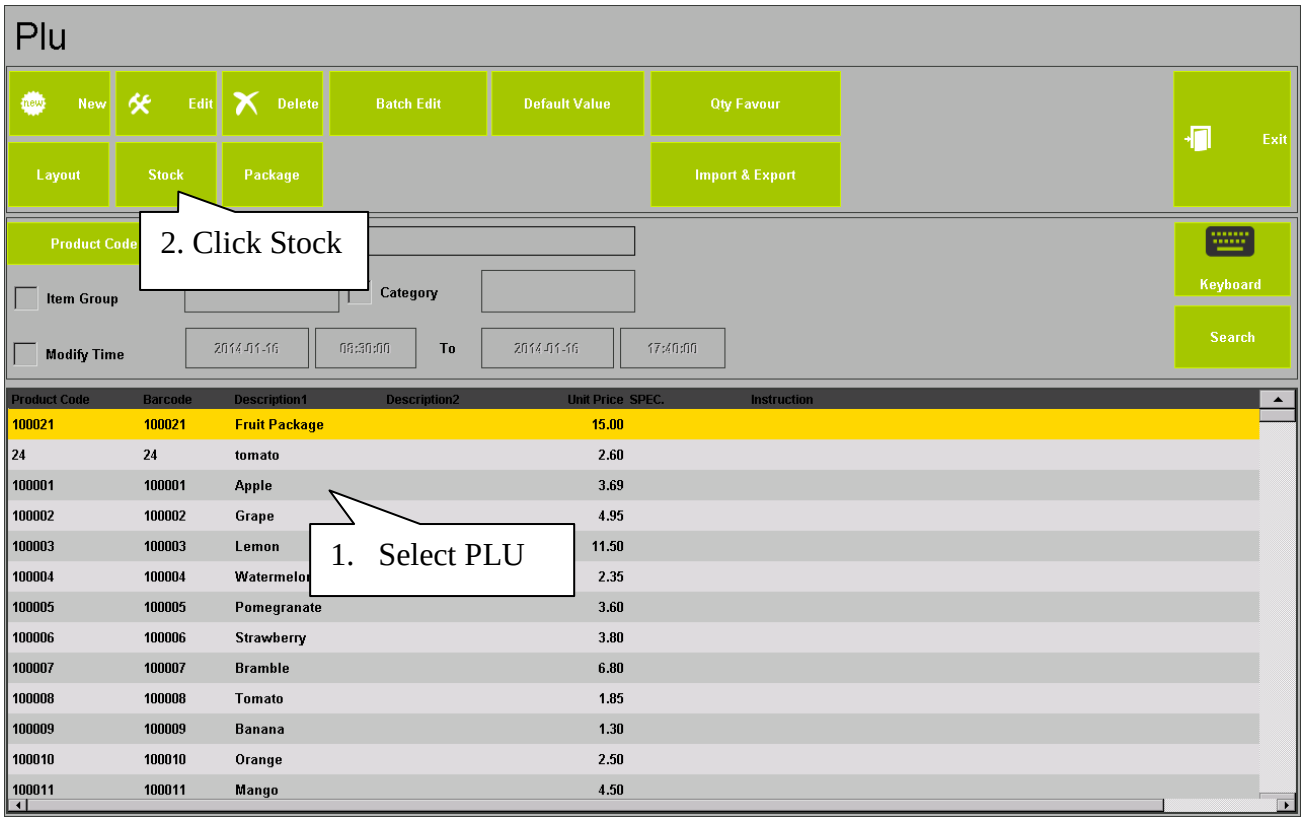

Bill No. St20140116135902
Barcode
Product Code
Description
Size
Unit
Stocktaking Qty
Cost
Stock
Measure
Sub Total
Select Plu
Click Select PLU
Confirm
Cancel

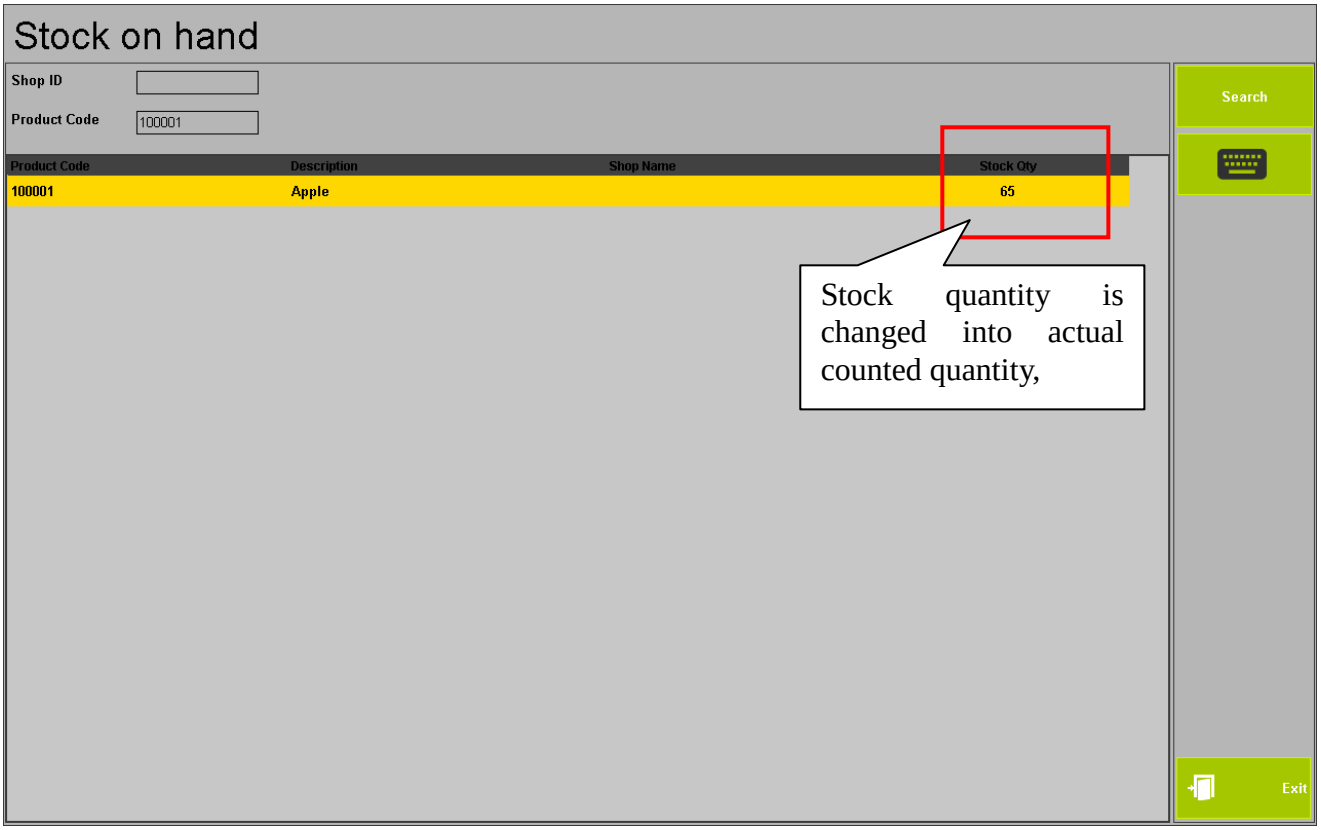

Product search
Order by
Product Code
Barcode
2. Click OK
OK
Cancel
Keyboard
Product Code
Category
Product Code | Description1 | Description2 | Barcode | Price | Member Price
100001 | Apple | 100001 | 3.69 | 0.00
100002 | Grape | 100002 | 4.95 | 0.00
1111111111 | $$$$$ | | 23.00 | 0.00
200001 | Cabbage | | 1.50 | 0.00
24 | tomato | | 2.60 | 0.00
2. Select PLU by product code or category
Up
Down
Page Up
Page Down
Stock


Bill No.St20140116135902
Barcode
100001
Select Plu
Product Code
100001
Description
Apple
Size
Unit
Stocktaking Qty
65
Cost
2.8
Stock
78
Measure
1
182.0
1. Input stock taking quantity
2. Click Confirm
Confirm
Cancel



After editing, the inventory will be changed into actual counted quantity. Return to back office, click "Basic→ Plu":

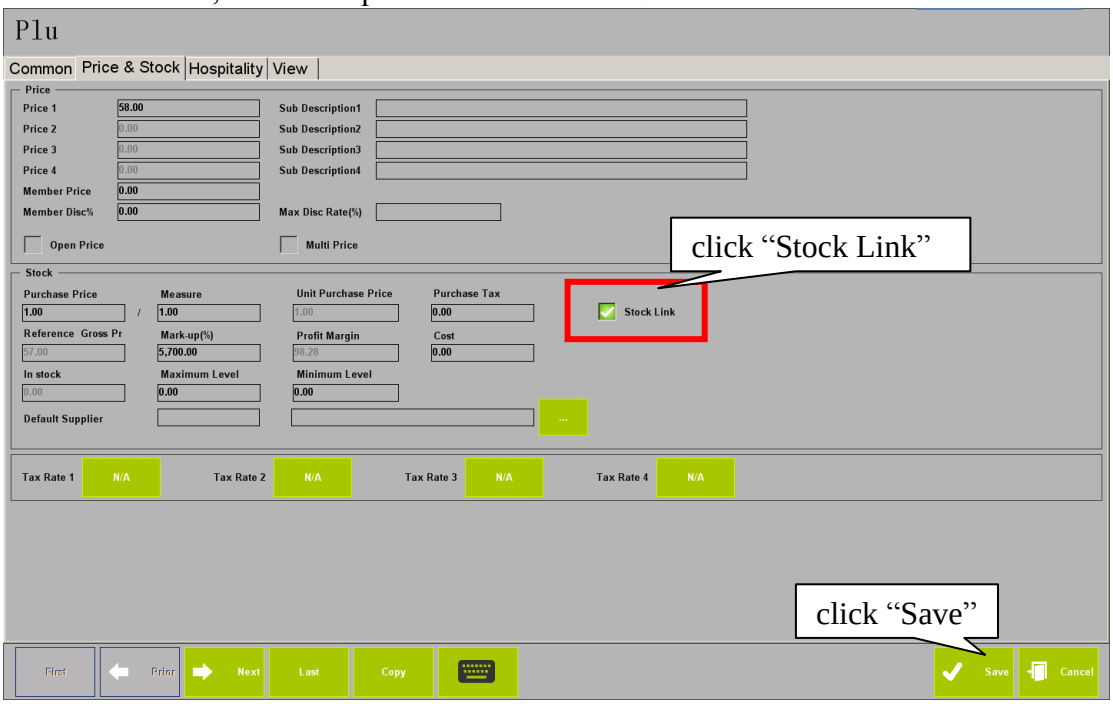

Plu
New
Edit
Delete
Batch Edit
Default Value
Qty Favour
Exit
Layout
Stock
Package
Import & Export
2. Click Stock
Product Code
Item Group
Category
Modify Time
2014-11-16
08:30:00
To
2014-11-16
17:40:00
Keyboard
Search
Product Code
Barcode
Description1
Description2
Unit Price
SPEC.
Instruction
100021 100021 Fruit Package 15.00
24 24 tomato 2.60
100001 100001 Apple 3.69
100002 100002 Grape 4.95
100003 100003 Lemon 11.50
100004 100004 Watermelon 2.35
100005 100005 Pomegranate 3.60
100006 100006 Strawberry 3.80
100007 100007 Bramble 6.80
100008 100008 Tomato 1.85
100009 100009 Banana 1.30
100010 100010 Orange 2.50
100011 100011 Mango 4.50
1. Select PLU


Stock on hand
Shop ID
Product Code
100001
Search
Product Code
Description
Shop Name
Stock Qty
100001 Apple 65
Stock quantity is changed into actual counted quantity,
Exit

4.5. How to make Payment Bill

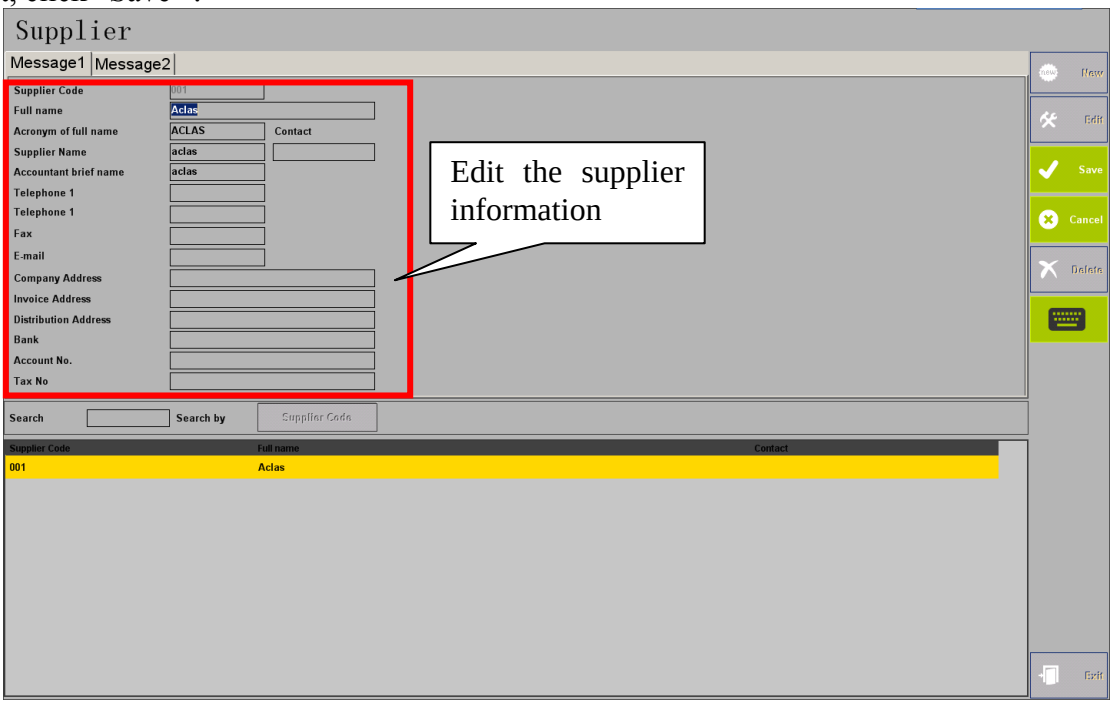
4.5.1. Set plu Property as “Stock Link”

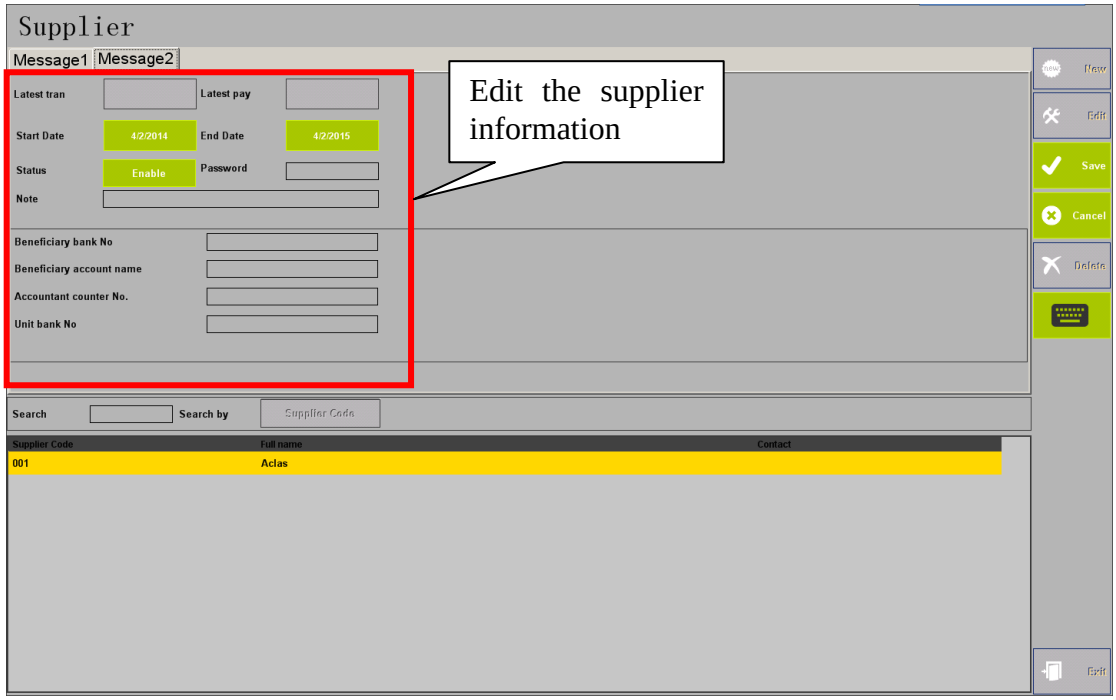
Enter into **BackOffice->Basic->Plu**, select a plu, and double click into plu edit interface, switch to Price & Stock interface, click the option of “Stock Link”， then click “Save”.



4.5.2. Set Supplier information

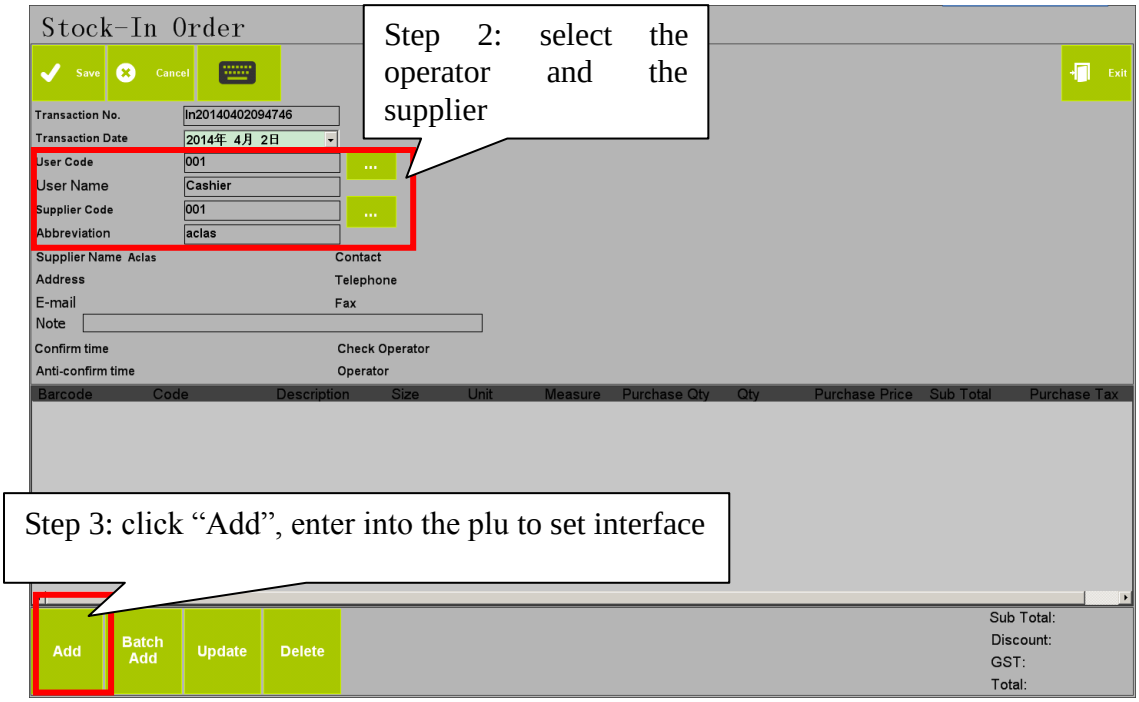
Enter into **Back Office->Basic->Supplier**, click “New” to add the supplier information as the follow, after edit, click “Save” .





4.5.3. Add Stock-In Order

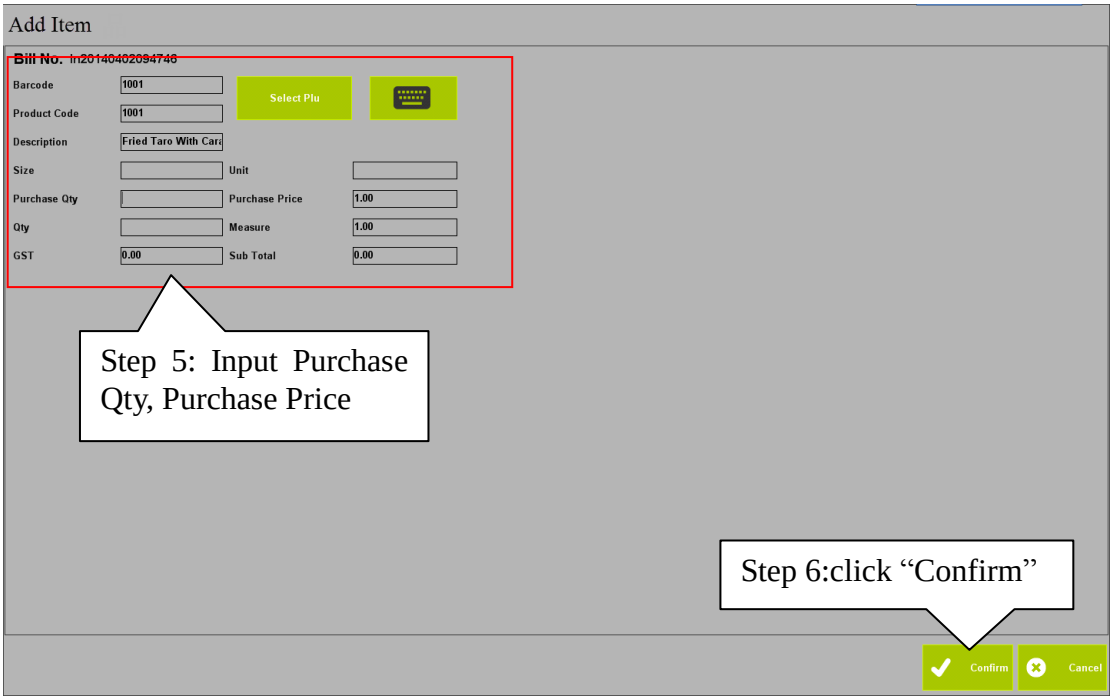
Enter into **Back Office->Stock->Stock In,**

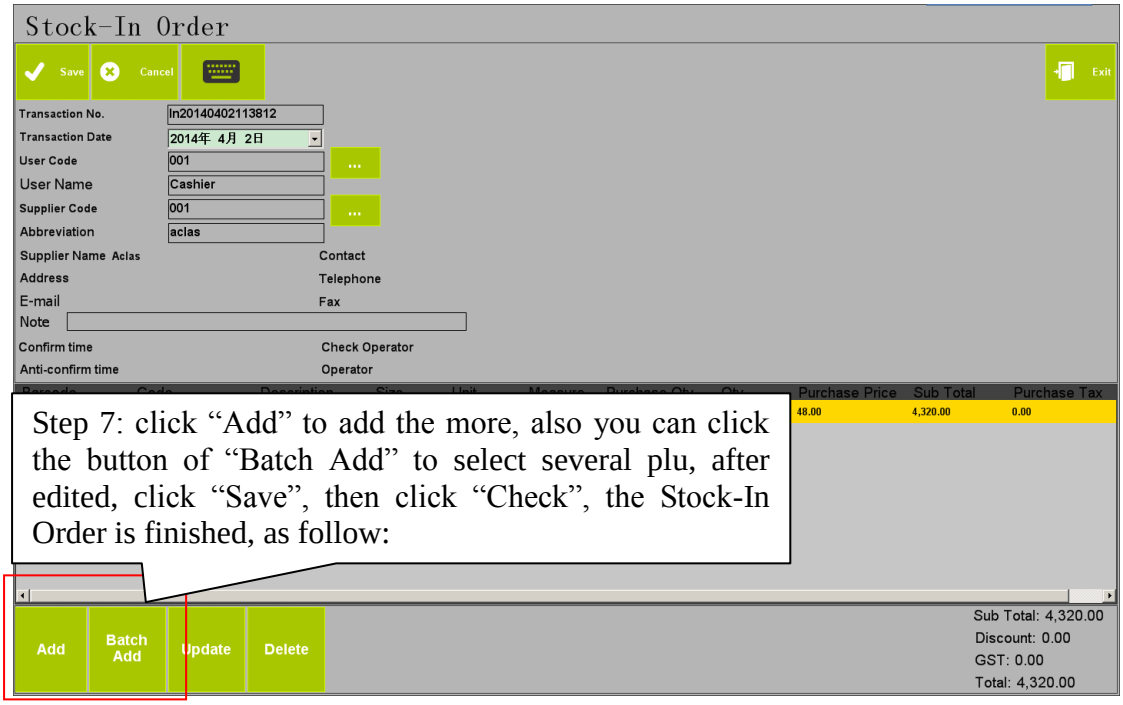


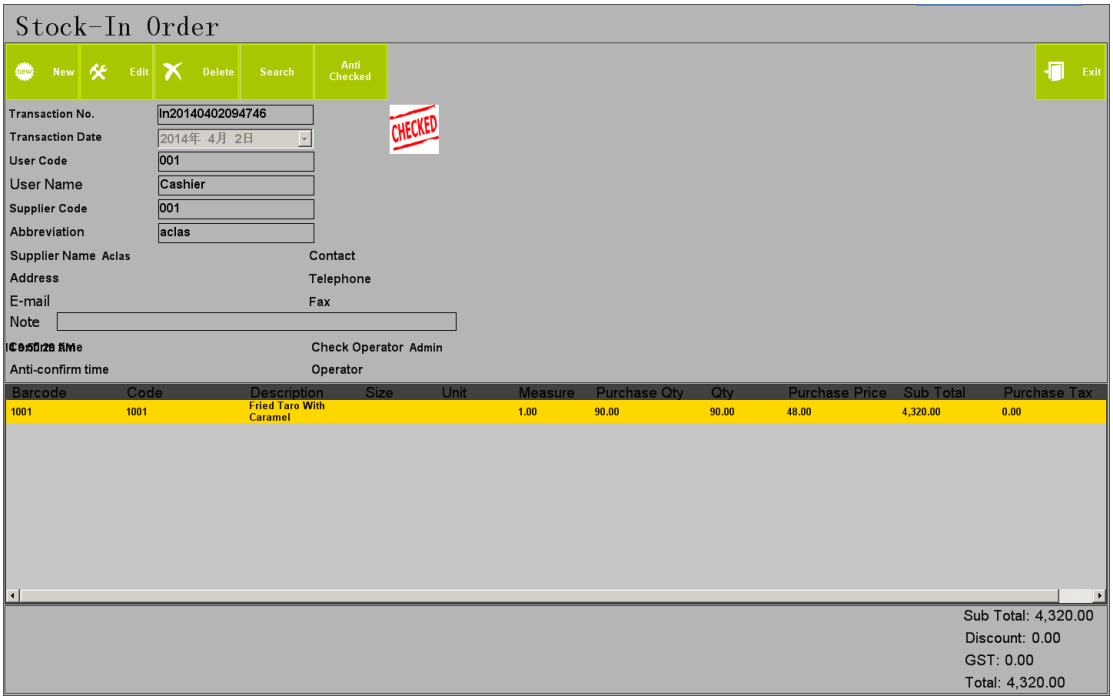
Step 2: select the operator and the supplier

Step 3: click “Add”, enter into the plu to set interface

Step4: choose the plu you want to stock, click “OK.”

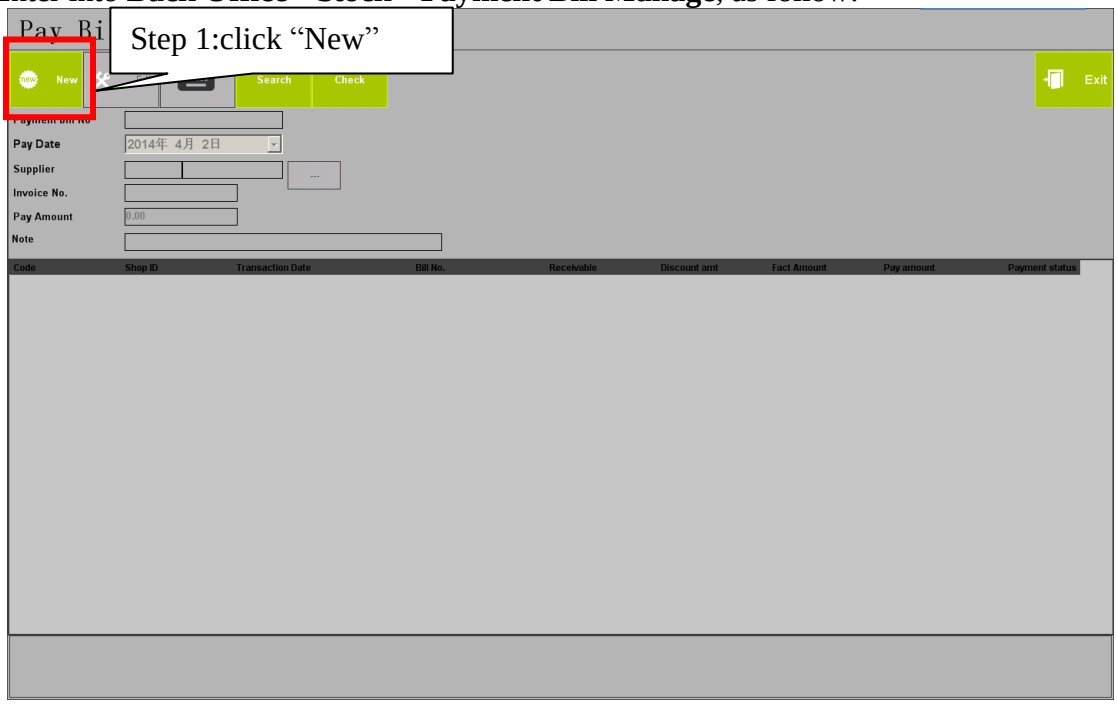

Add Item
Bill No. In20140402094746
Barcode 1001
Product Code 1001
Description Fried Taro With Car
Size
Unit
Purchase Qty
Purchase Price 1.00
Qty
Measure 1.00
GST 0.00
Sub Total 0.00
Select Plu
Step 5: Input Purchase Qty, Purchase Price
Step 6:click "Confirm"
Confirm
Cancel


Stock-In Order
Save
Cancel
Exit
Transaction No. In20140402113812
Transaction Date 2014年 4月 2日
User Code 001
User Name Cashier
Supplier Code 001
Abbreviation aclas
Supplier Name Aclas
Contact
Address
Telephone
E-mail
Fax
Note
Confirm time
Check Operator
Anti-confirm time
Operator
Purchase Price
Sub Total
Purchase Tax
48.00
4,320.00
0.00
Step 7: click "Add" to add the more, also you can click the button of "Batch Add" to select several plu, after edited, click "Save", then click "Check", the Stock-In Order is finished, as follow:
Add
Batch Add
Update
Delete
Sub Total: 4,320.00
Discount: 0.00
GST: 0.00
Total: 4,320.00

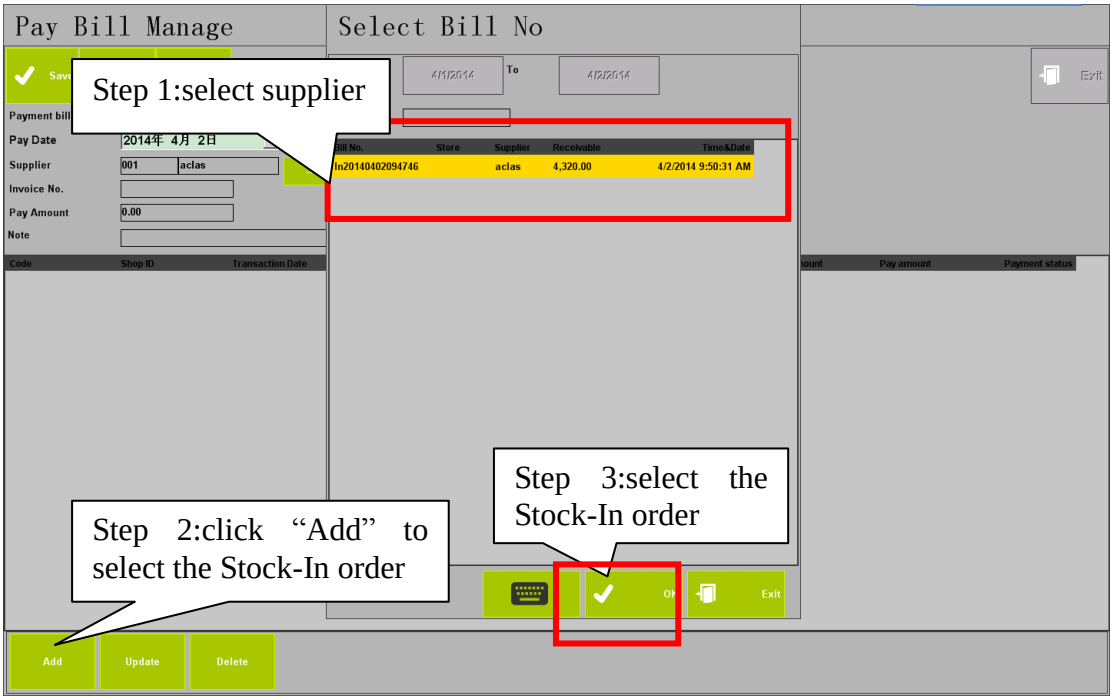


4.5.4. Add Full Pay Bill

Enter into **Back Office->Stock->Payment Bill Manage**, as follow:

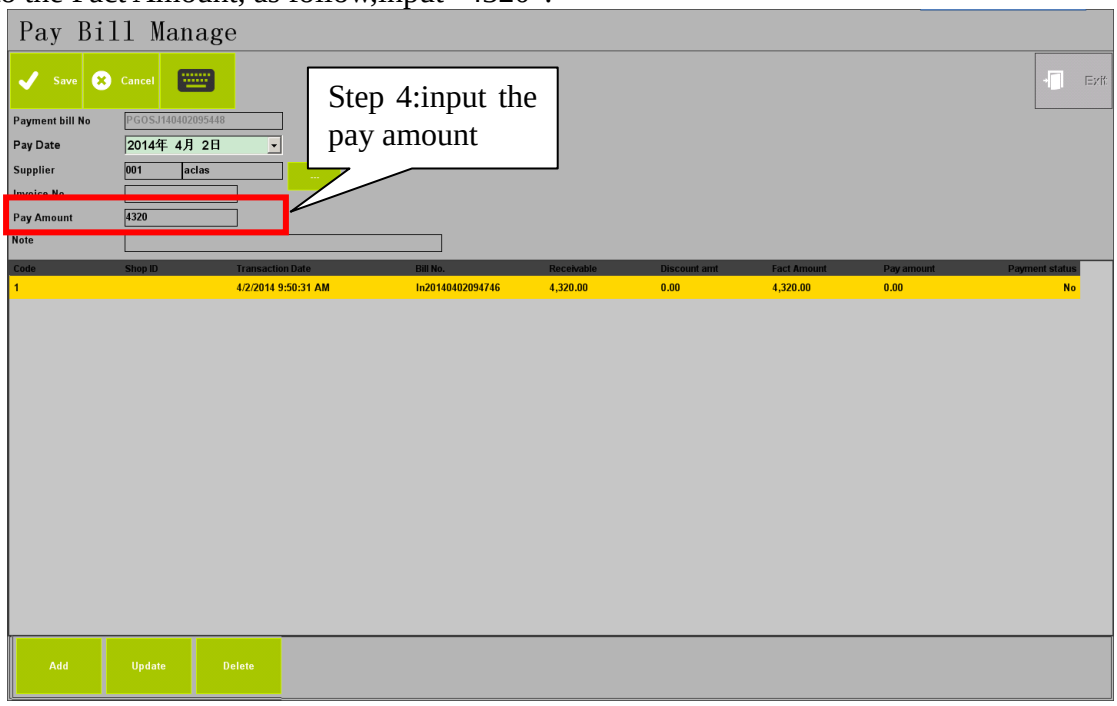


Step 1: Click “New”, select the supplier.
Step 2: Click “Add” into the “select Bill No” interface, it will list **all the checked Stock-In Order which belong to the selected supplier in step 1** , as follow:

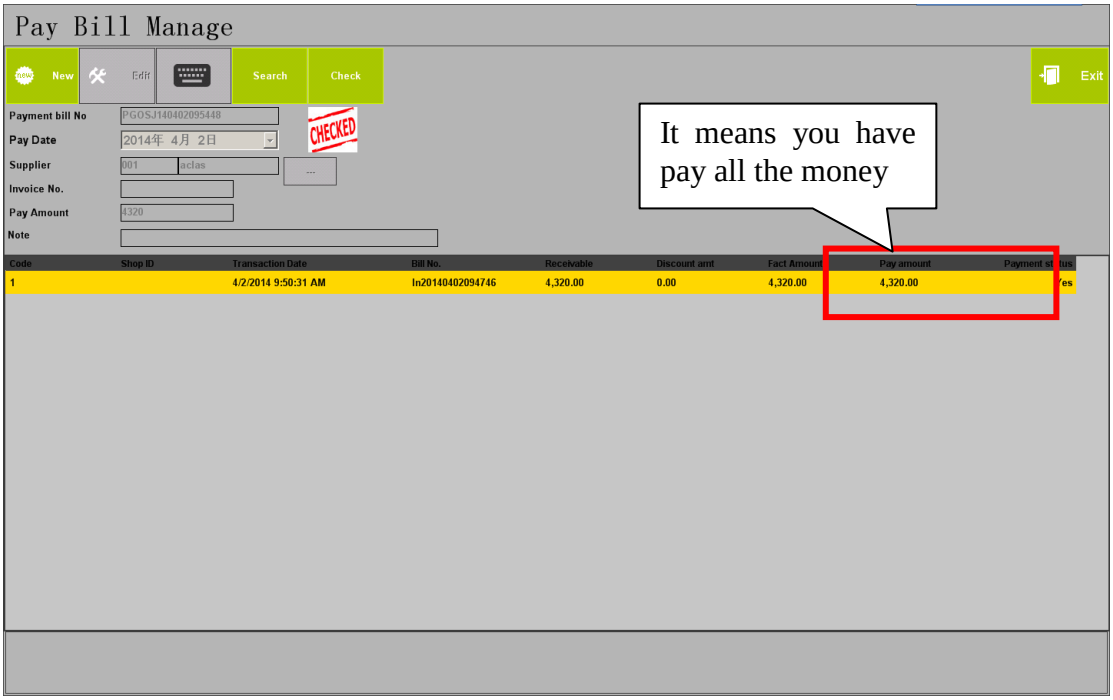


Step 3: Select the Stock-In order which you want to pay, then click "OK"

Step 4: Input the pay amount， if you want to pay the all, you must input the number which equal to the Fact Amount, as follow,input "4320".

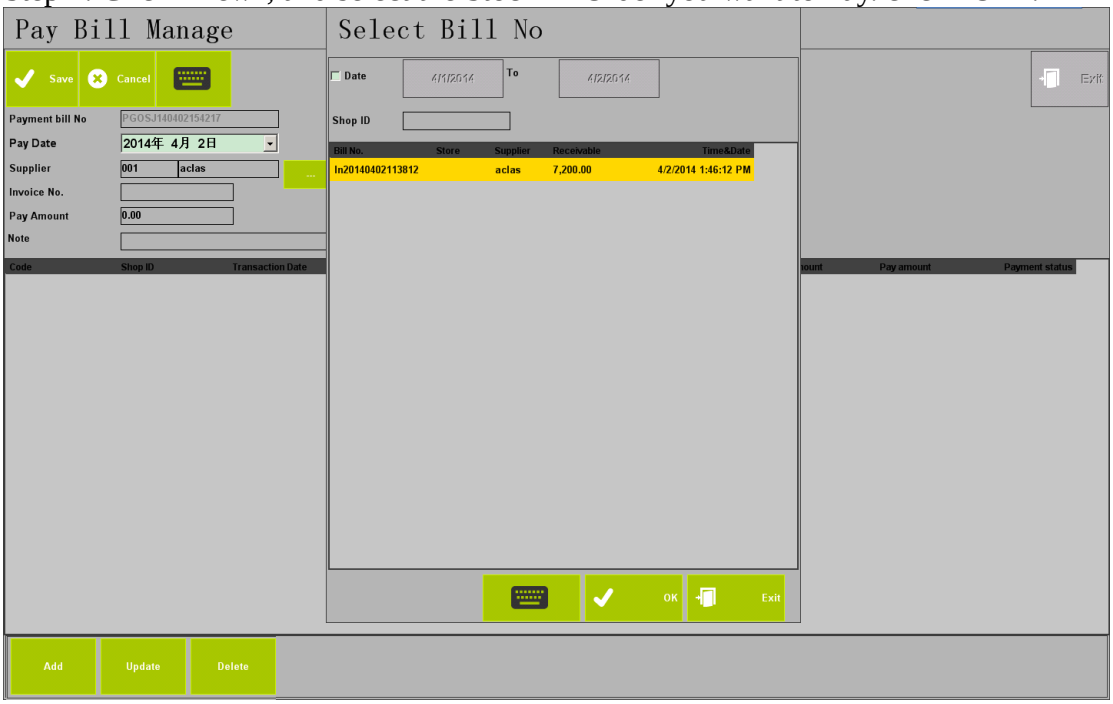


Step 5: Click "Save", then click "Check", and the Pay Amount will show the number you input in step 4, and because have pay all the money , so the Payment status value is "Yes", as follow:



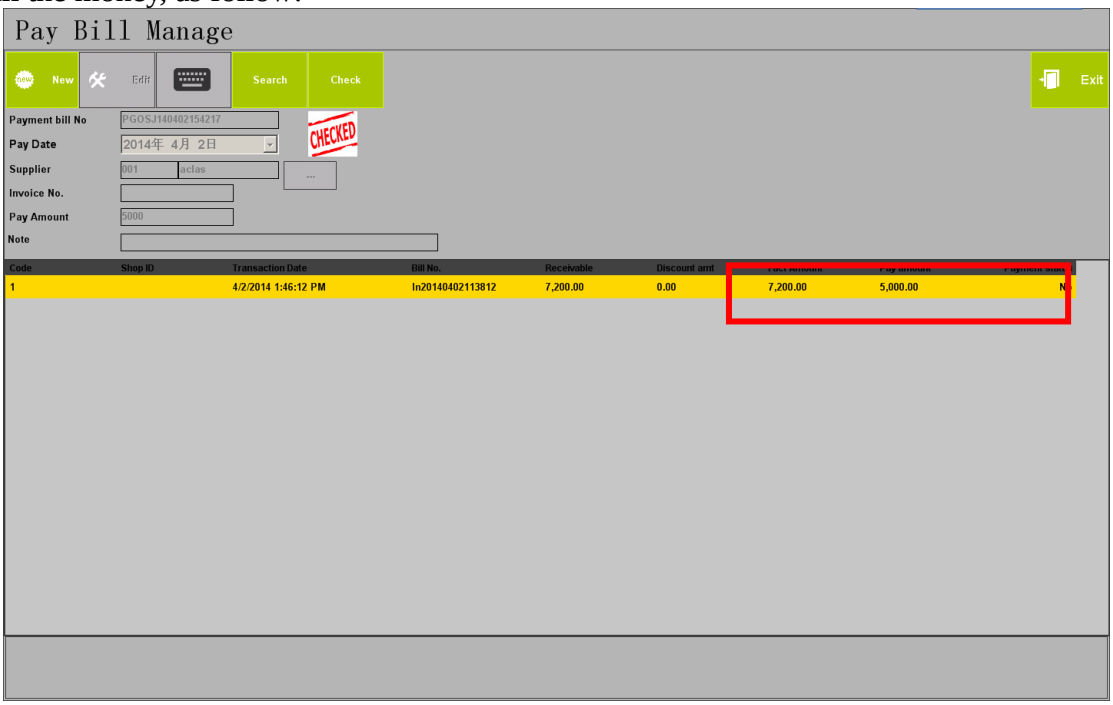
4.5.5. Add Part Pay Bill

Step 1: Click “New”, and select the Stock-In Order you want to Pay. click “OK”.



Step 2: For example , the Fact Amount is 7200, and you only want to pay 5000 now, then you can input “5000” in the text of Pay Amount, as follow:

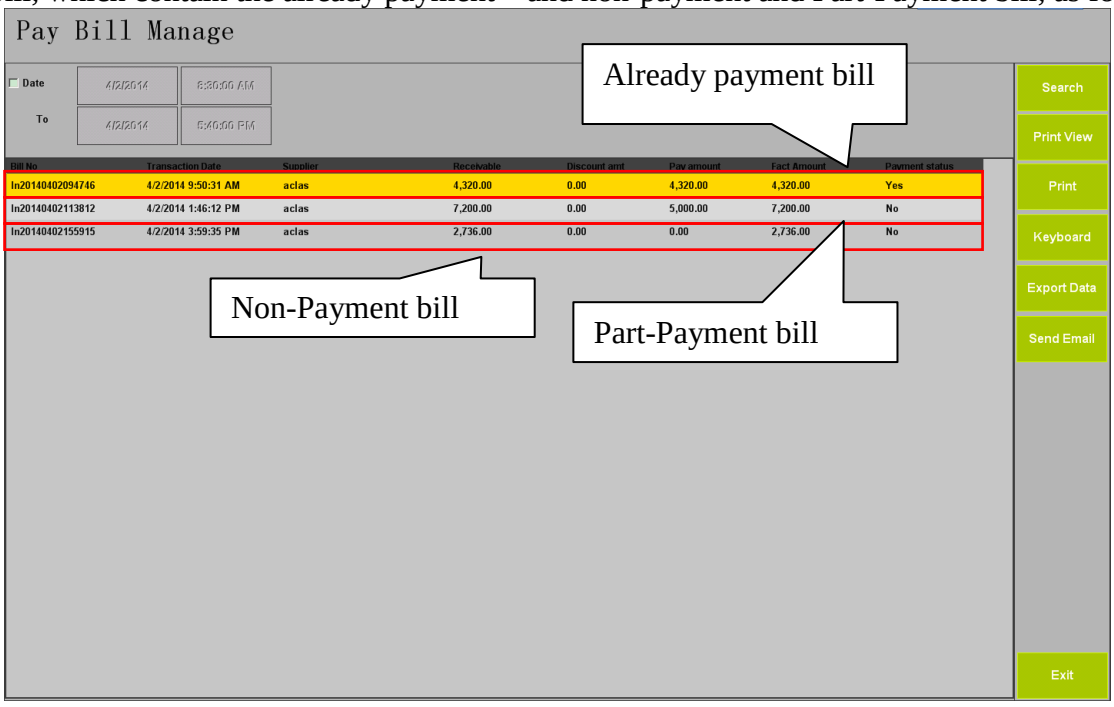
Step 3: click "Save", then click "Check", It shows that the Fact Amount is 7200 and the Pay Amount is 5000, they are not equal, and **the Payment Status is "No"**, It means you haven't pay all the money, as follow:



Step 4: Repeat the step 1,and **choose the same supplier and the same Stock-In Order**,it shows the Fact Amount is 2200, as follow, then you can make the Payment again.

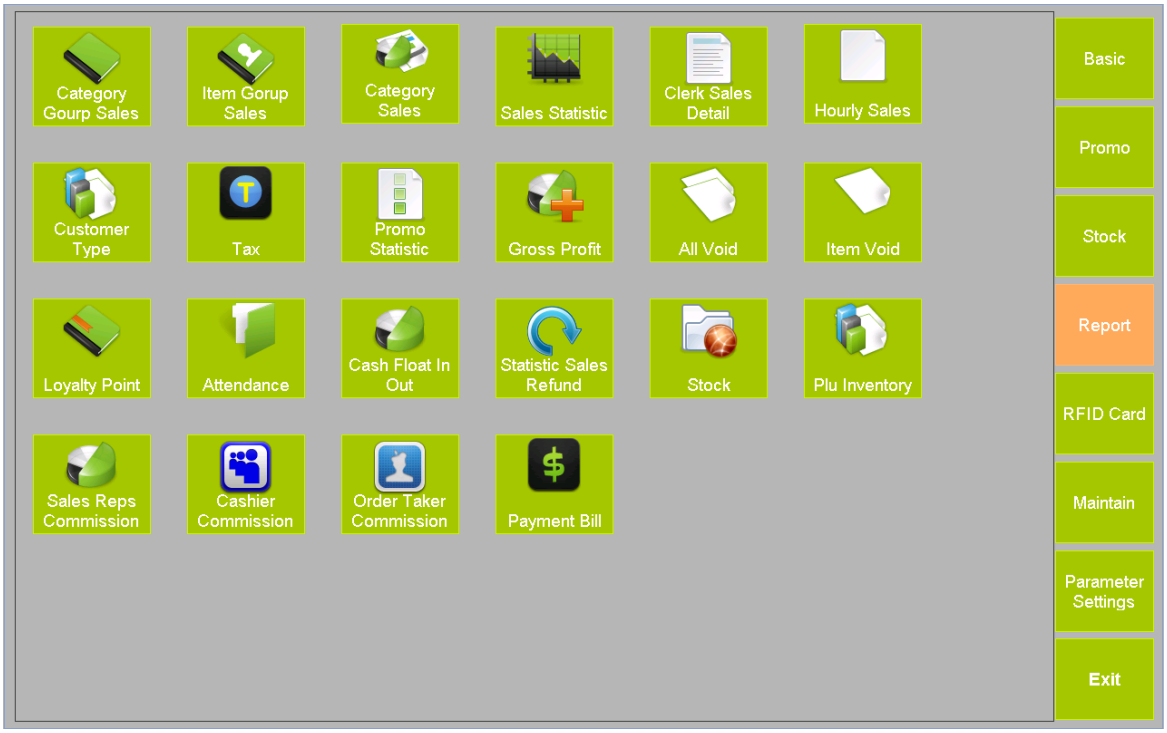
4.5.6. Payment Bill Report

Enter into **Back Office->Report->Payment Bill Manage**, click “Search”, it will list all the pay bill, which contain the already payment and non-payment and Part-Payment bill, as follow:



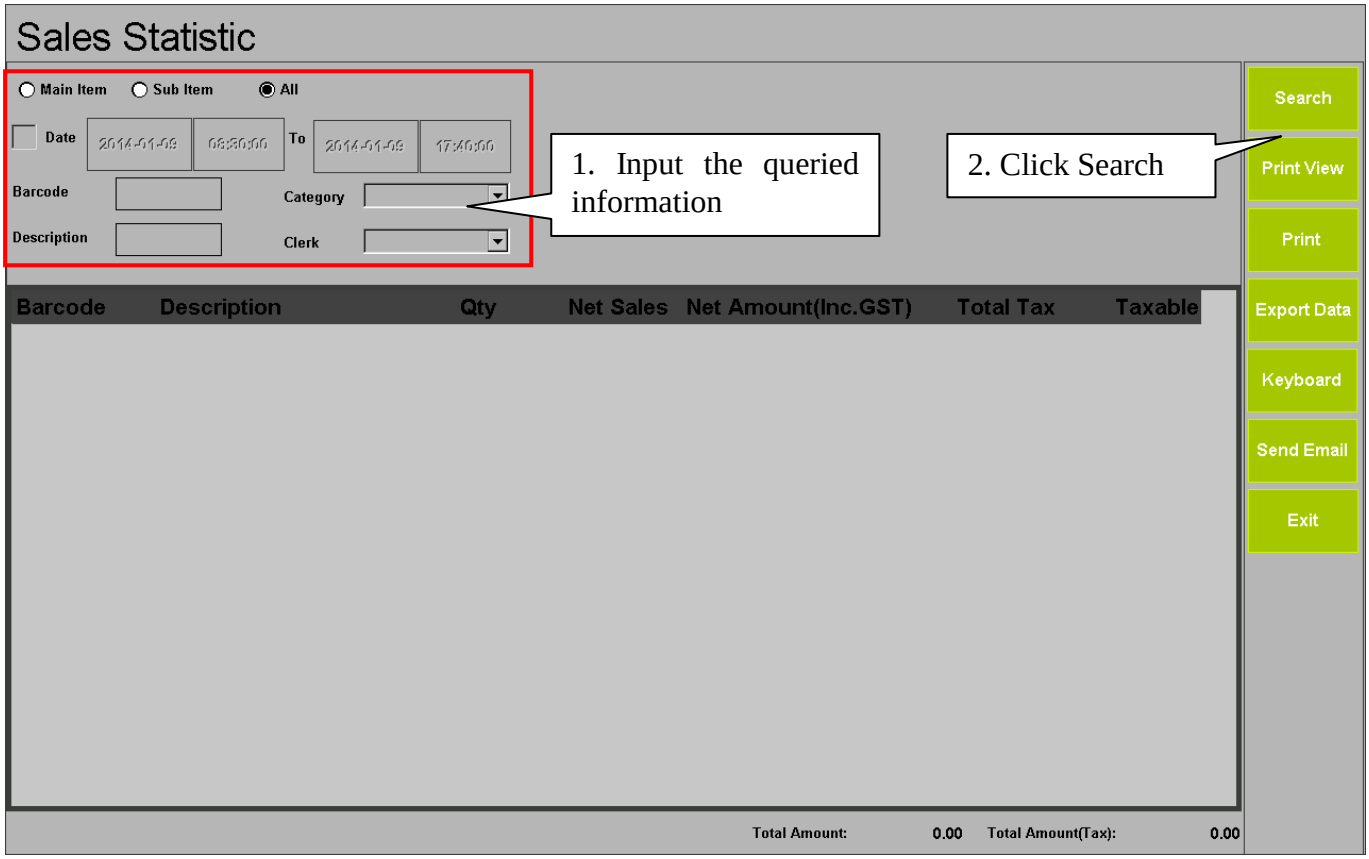
5. Report

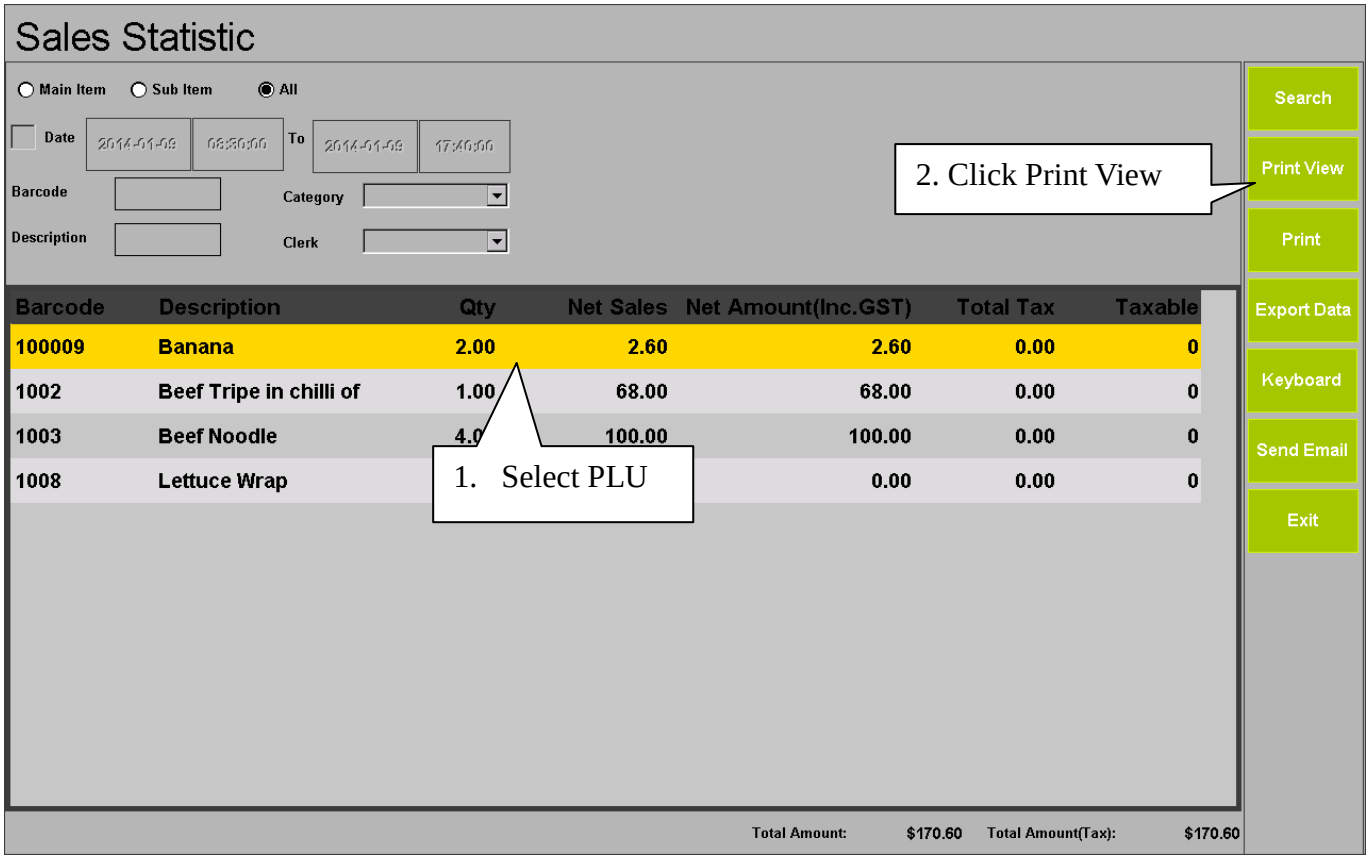
Enter to back office interface, and click “Report”:



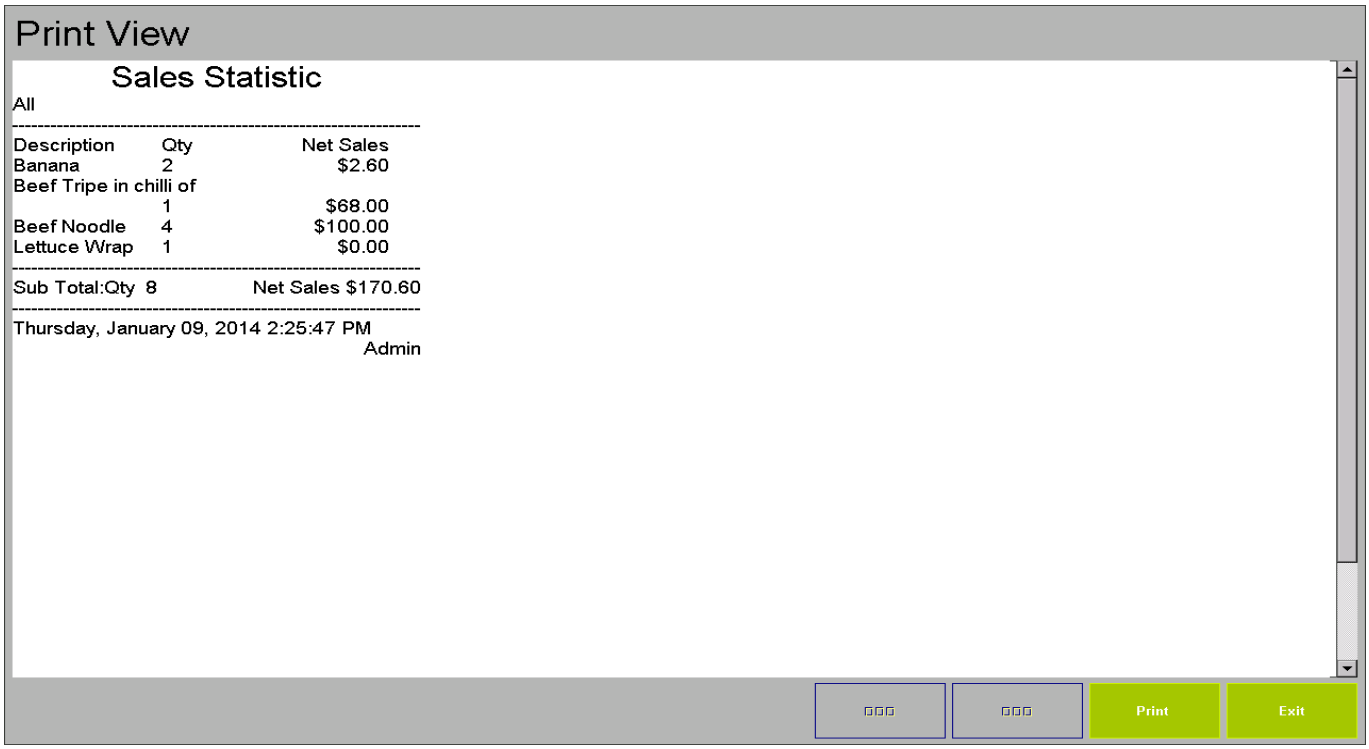
- ◆ Category Group Sales
- ◆ Item Group Sales
- ◆ Category Sales
- ◆ Sales Statistic
- ◆ Clerk Sales Detail
- ◆ Hourly Sales
- ◆ Customer Type
- ◆ Tax
- ◆ Promo Statistic
- ◆ Gross Profit
- ◆ All Void
- ◆ Item Void
- ◆ Loyalty Point
- ◆ Attendance
- ◆ Cash Float In Out
- ◆ Statistic Sales Refund
- ◆ Stock
- ◆ Plu Inventory
- ◆ Sales Reps Commission
- ◆ Cashier Commission
- ◆ Order Taker Commission
- ◆ Payment Bill

Take Sales Statistic as an example; click “Sales Statistic” to enter the following interface:


Sales Statistic
Main Item
Sub Item
All
Date
2014-01-09
08:30:00
To
2014-01-09
17:40:00
Barcode
Category
Description
Clerk
1. Input the queried information
2. Click Search
Search
Print View
Print
Export Data
Keyboard
Send Email
Exit
Barcode
Description
Qty
Net Sales
Net Amount(Inc.GST)
Total Tax
Taxable
Total Amount:
0.00
Total Amount(Tax):
0.00


Sales Statistic
Main Item
Sub Item
All
Date
2014-01-09
08:30:00
To
2014-01-09
17:40:00
Barcode
Category
Description
Clerk
2. Click Print View
Search
Print View
Print
Export Data
Keyboard
Send Email
Exit
Barcode
Description
Qty
Net Sales
Net Amount(Inc.GST)
Total Tax
Taxable
100009
Banana
2.00
2.60
2.60
0.00
0
1002
Beef Tripe in chilli of
1.00
68.00
68.00
0.00
0
1003
Beef Noodle
4.0
100.00
100.00
0.00
0
1008
Lettuce Wrap
0.00
0.00
0
1. Select PLU
Total Amount:
$170.60
Total Amount(Tax):
$170.60

Click Print to print report:

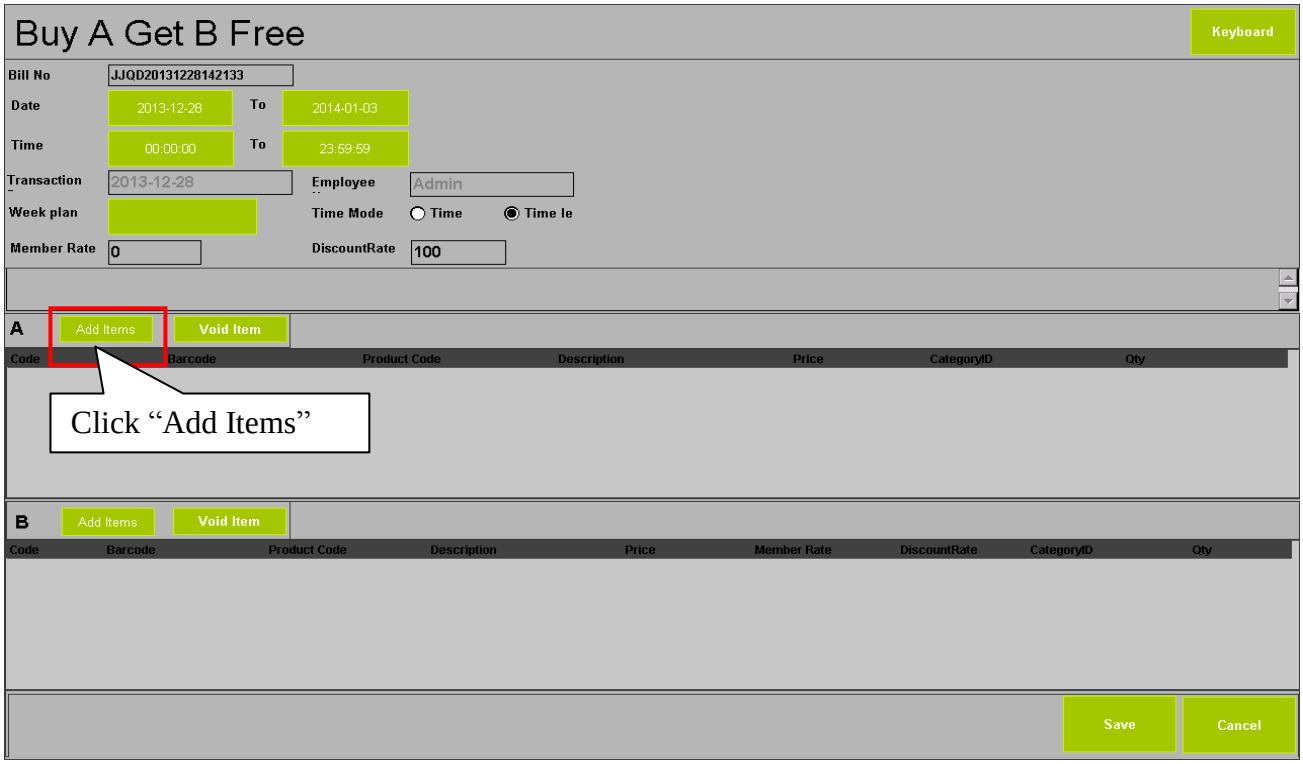


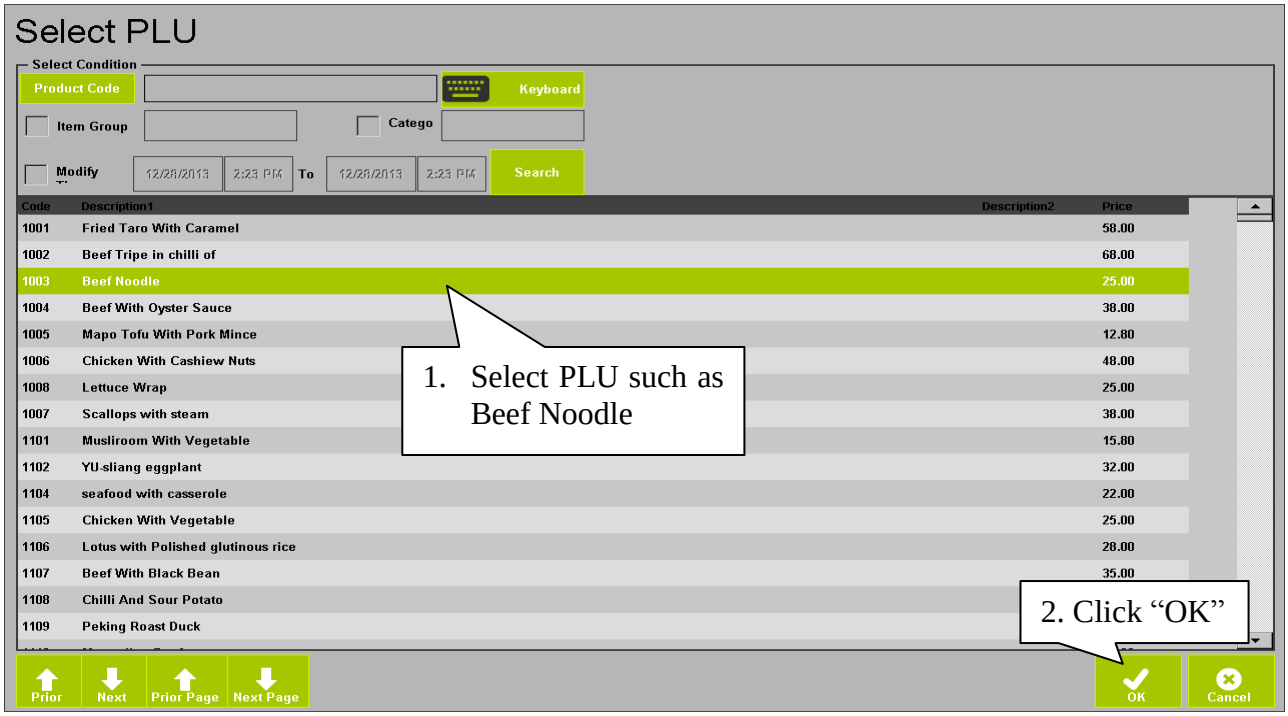
6. Promotion

There are five promotion methods, which are buy one get one free, happy hour, Plu Member Discount, Category Discount and Card Level Discount. The discount strength of buy one get one free is the highest. However card level discount is the lowest. If both buy one get one free and happy hour are set for PLU A, then customer buy it by buy one get one free.

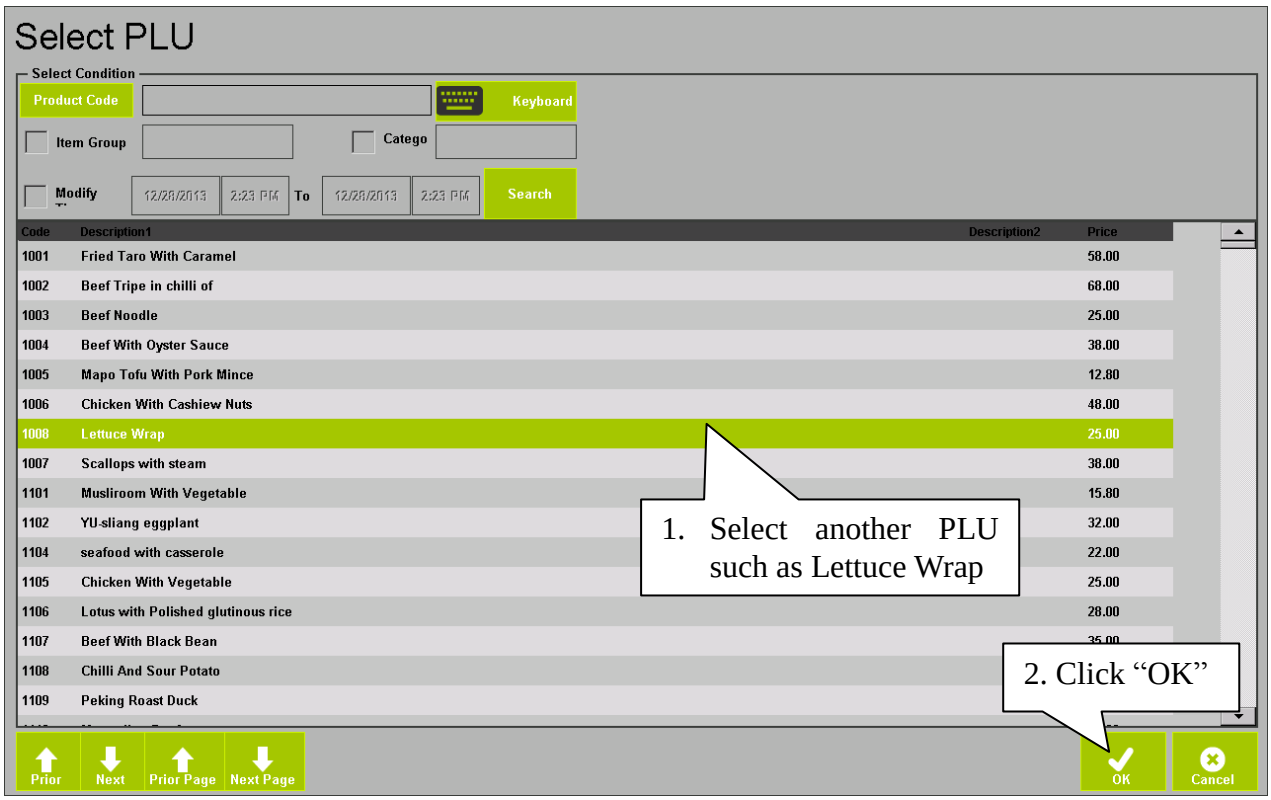
6.1. How to set Buy One Get One Free

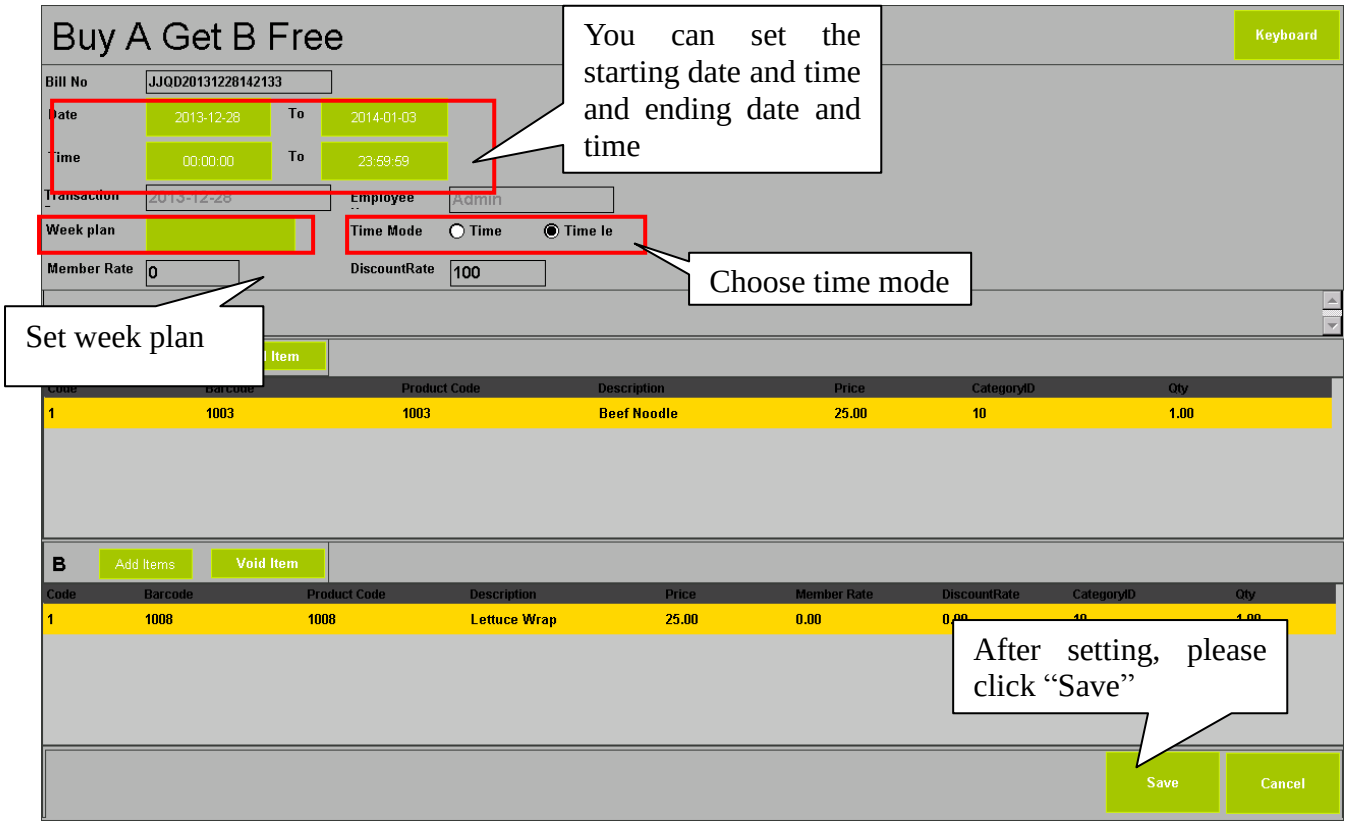
Click "Back Office"→Promo→ Buy One Get One Free to enter the following interface:


Buy A Get B Free
Keyboard
Bill No
JJQD20131228142133
Date
2013-12-28
To
2014-01-03
Time
00:00:00
To
23:59:59
Transaction
2013-12-28
Employee
Admin
Week plan
Time Mode
Time
Time le
Member Rate
0
DiscountRate
100
A
Add Items
Void Item
Code
Barcode
Product Code
Description
Price
CategoryID
Qty
Click “Add Items”
B
Add Items
Void Item
Code
Barcode
Product Code
Description
Price
Member Rate
DiscountRate
CategoryID
Qty
Save
Cancel


Select PLU
Select Condition
Product Code
Keyboard
Item Group
Catego
Modify
12/28/2013
2:23 PM
To
12/28/2013
2:23 PM
Search
Code
Description1
Description2
Price
1001 Fried Taro With Caramel 58.00
1002 Beef Tripe in chilli of 68.00
1003 Beef Noodle 25.00
1004 Beef With Oyster Sauce 38.00
1005 Mapo Tofu With Pork Mince 12.80
1006 Chicken With Cashiew Nuts 48.00
1008 Lettuce Wrap 25.00
1007 Scallops with steam 38.00
1101 Musliroom With Vegetable 15.80
1102 YU-sliang eggplant 32.00
1104 seafood with casserole 22.00
1105 Chicken With Vegetable 25.00
1106 Lotus with Polished glutinous rice 28.00
1107 Beef With Black Bean 35.00
1108 Chilli And Sour Potato
1109 Peking Roast Duck
1. Select PLU such as Beef Noodle
2. Click “OK”
Prior
Next
Prior Page
Next Page
OK
Cancel

Buy A Get B Free
Keyboard
Bill No
JJQD20131228142133
Date
2013-12-28
To
2014-01-03
Time
00:00:00
To
23:59:59
Transaction
2013-12-28
Employee
Admin
Week plan
Time Mode
Time
Time le
Member Rate
0
DiscountRate
100
A
Add Items
Void Item
Code
Barcode
Product Code
Description
Price
CategoryID
Qty
1
1003
1003
Beef Noodle
25.00
10
1.00
B
Add Items
Void Item
Code
Barcode
Product Code
Description
Price
Member Rate
DiscountRate
CategoryID
Qty
Click “Add Items”
Save
Cancel


Select PLU
Select Condition
Product Code
Keyboard
Item Group
Catego
Modify
12/26/2013
2:23 PM
To
12/26/2013
2:23 PM
Search
Code
Description1
Description2
Price
1001
Fried Taro With Caramel
58.00
1002
Beef Tripe in chilli of
68.00
1003
Beef Noodle
25.00
1004
Beef With Oyster Sauce
38.00
1005
Mapo Tofu With Pork Mince
12.80
1006
Chicken With Cashiew Nuts
48.00
1008
Lettuce Wrap
25.00
1007
Scallops with steam
38.00
1101
Musliroom With Vegetable
15.80
1102
YU-sliang eggplant
32.00
1104
seafood with casserole
22.00
1105
Chicken With Vegetable
25.00
1106
Lotus with Polished glutinous rice
28.00
1107
Beef With Black Bean
1108
Chilli And Sour Potato
1109
Peking Roast Duck
1. Select another PLU such as Lettuce Wrap
2. Click “OK”
Prior
Next
Prior Page
Next Page
OK
Cancel

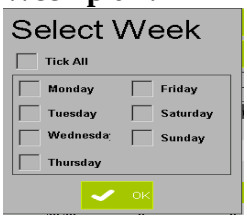


Note:

Time mode ◉ Time ○ Time length: **Time** means a certain period of time. If the setting time is 8:00 to 22:00 from August 26th, 2013 to August 31st, 2013, the promotion time is only from 8:00 to 22:00 during the period of August 26th, 2013 to August 31st.

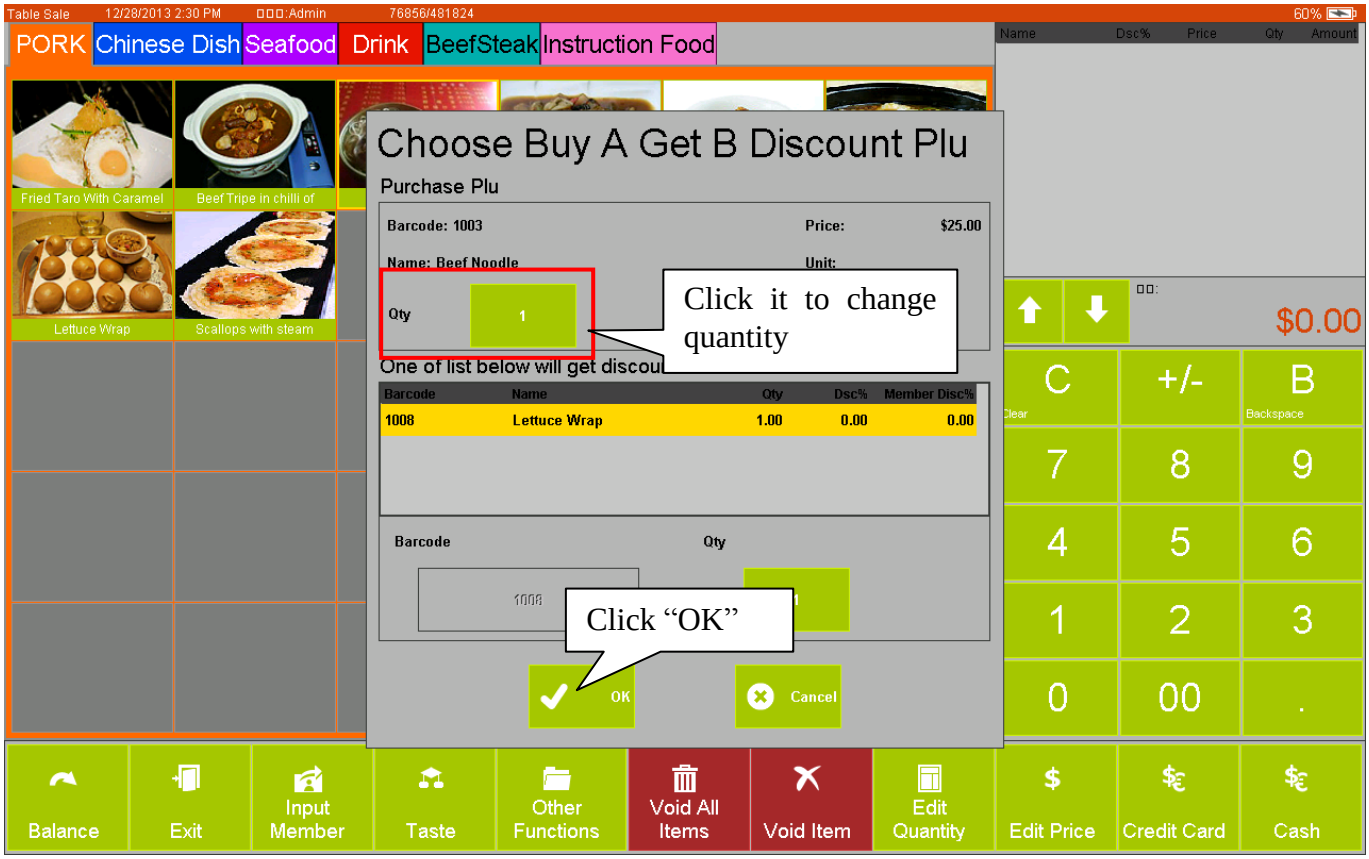
Time length: certain length of time. If the setting time is from 8:00 August 26th, 2013 to 22:00 August 31st, 2013, the promotion start time is 8:00 August 26th, 2013and the end time is 22:00 August 31st, 2013.

Week plan:



Tick All: promotion held every day.
Monday, Tuesday, Thursday, Friday, Saturday, Sunday: ticking one or a few days means promotion held only in these days.

Then come POS interface to sell Beef Noodle after setting, the customer will get Lettuce Wrap free. As the following picture shows:



So the customer only needs to pay money for Beef Noodle. The following is the receipt:

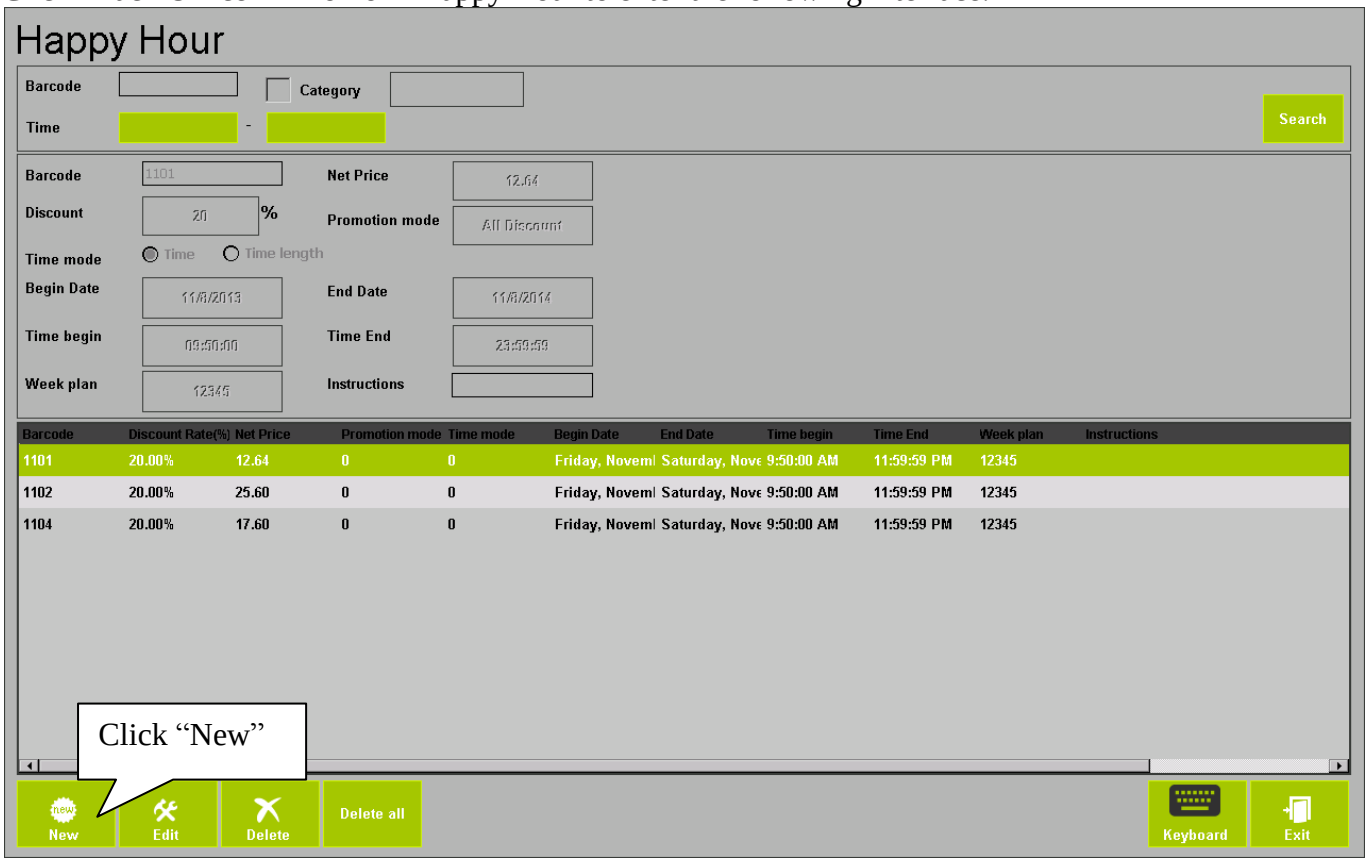
Clerk:Admin
17OV11010100006
Saturday, January 01, 2011 5:32:56 PM

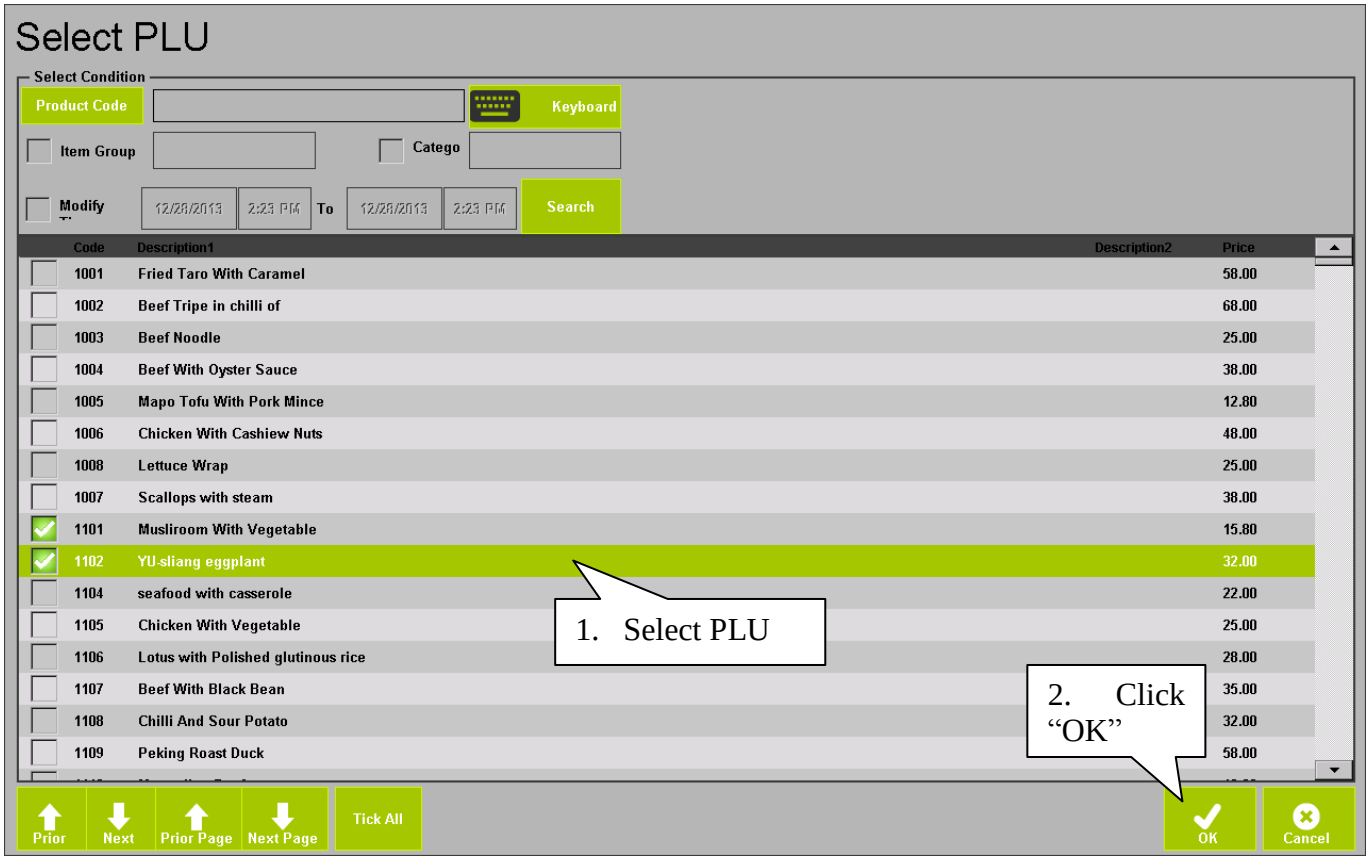
Name	Dsc%	Price	Qty	Amt
Beef Noodle		25.00	1	25.00
Lettuce Wrap	100%	25.00	1	0.00

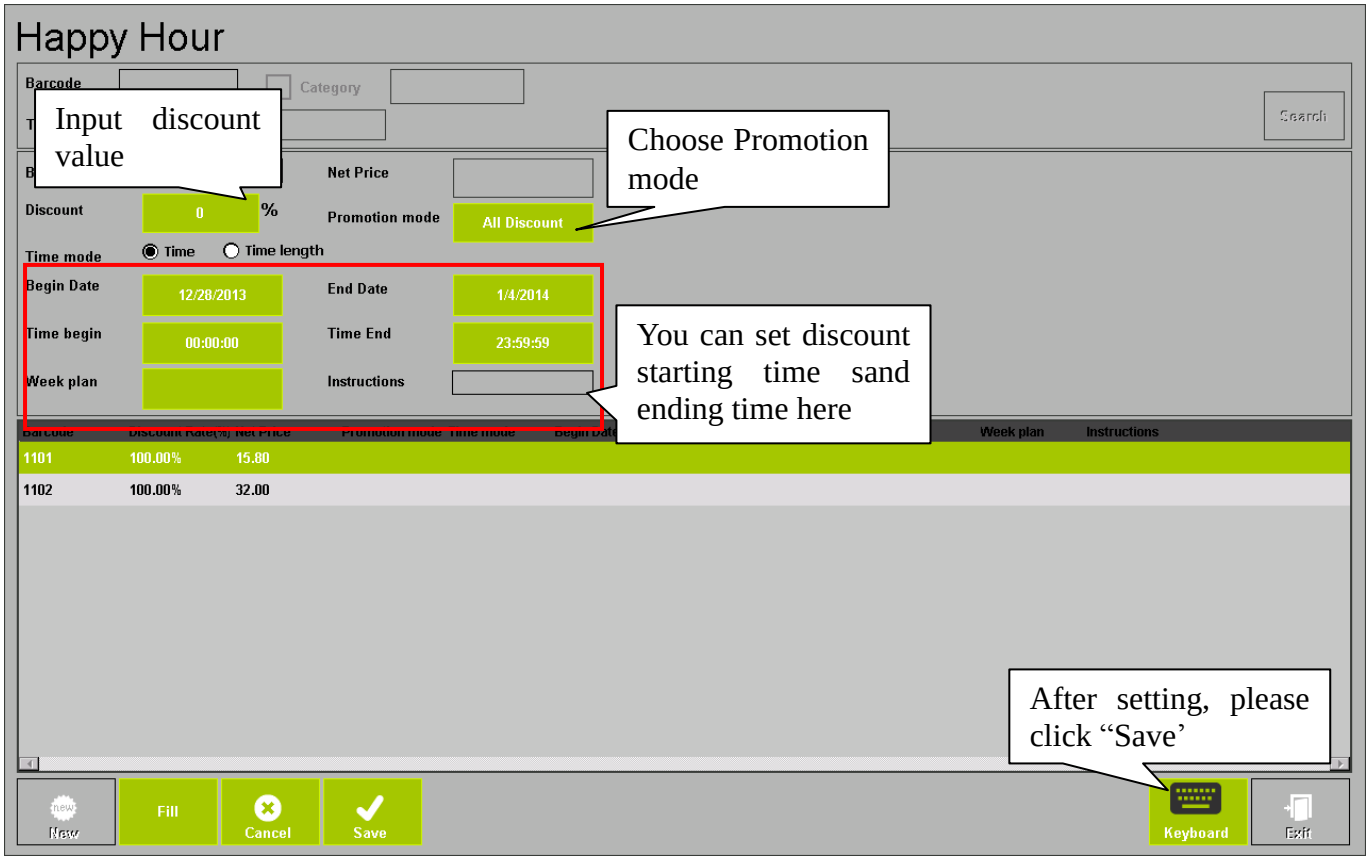
Qty: (2) Sub Total: $50.00
Total Item Discount: $25.00
Receivable: $25.00
Cash: $25.00

6.2. How to set Happy Hour

Click “Back Office”→Promo→ Happy Hour to enter the following interface:


Happy Hour
Barcode
Category
Time
Search
Barcode 1101
Net Price 12.64
Discount 20 %
Promotion mode All Discount
Time mode Time Time length
Begin Date 11/1/2013
End Date 11/1/2014
Time begin 09:00:00
Time End 23:59:59
Week plan 12345
Instructions
Barcode Discount Rate(%) Net Price Promotion mode Time mode Begin Date End Date Time begin Time End Week plan Instructions
1101 20.00% 12.64 0 0 Friday, Novem Saturday, Nove 9:50:00 AM 11:59:59 PM 12345
1102 20.00% 25.60 0 0 Friday, Novem Saturday, Nove 9:50:00 AM 11:59:59 PM 12345
1104 20.00% 17.60 0 0 Friday, Novem Saturday, Nove 9:50:00 AM 11:59:59 PM 12345
Click “New”
New
Edit
Delete
Delete all
Keyboard
Exit



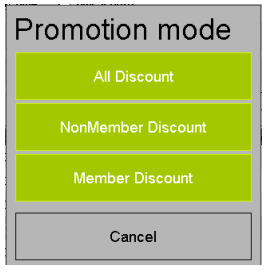


Note:

: **Time** means a certain period of time. If the setting time is 8:00 to 22:00 from August 26th, 2013 to August 31st, 2013, the promotion time is only from 8:00 to 22:00 during the period of August 26th, 2013 to August 31st.

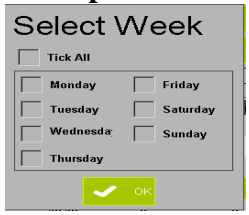
Time length: certain length of time. If the setting time is from 8:00 August 26th, 2013 to 22:00 August 31st, 2013, the promotion start time is 8:00 August 26th, 2013and the end time is 22:00 August 31st, 2013.

Promotion Mode:



There are 3 modes can be chosen.
All Discount: all customers can enjoy the discount
NonMember Discount: only nonmember can enjoy the discount
Member Discount: only member can enjoy the discount. When you settle amount, you need to input member or swipe member card

Week plan:



Tick All: promotion held every day.
Monday, Tuesday, Thursday, Friday, Saturday, Sunday: ticking one or a few days means promotion held only in these days.

:if you click this button, all PLU discount information will be the same as the first PLU you set.

Then return to POS interface after setting. Choose the PLU, and then the customer will enjoy the discount

you have set.

Clerk:Admin

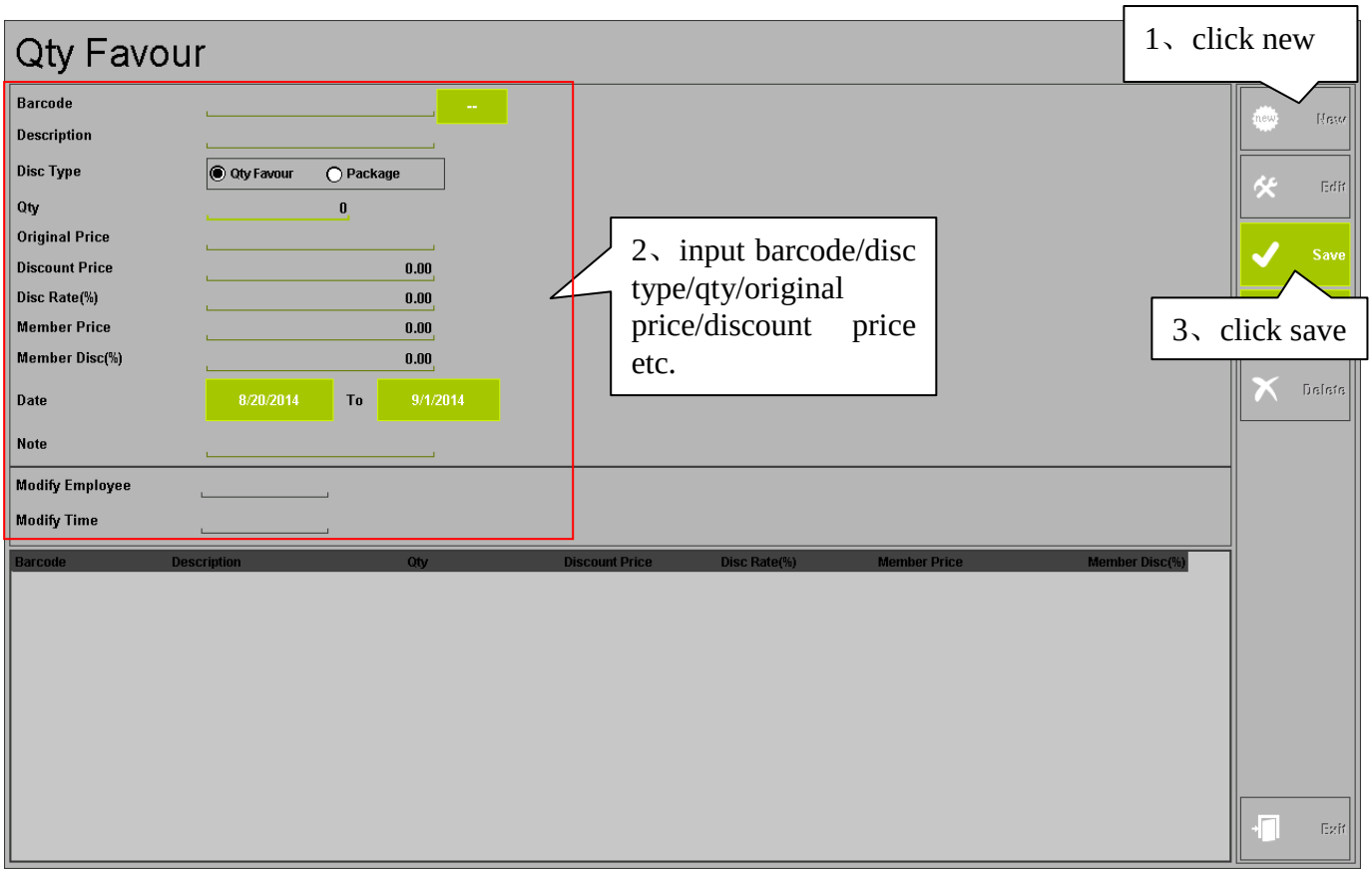
17OV13100100002

Tuesday, October 01, 2013 6:24:48 PM

Name	Dsc%	Price	Qty	Amt
Tiger prawn	50%	48.00	1	24.00

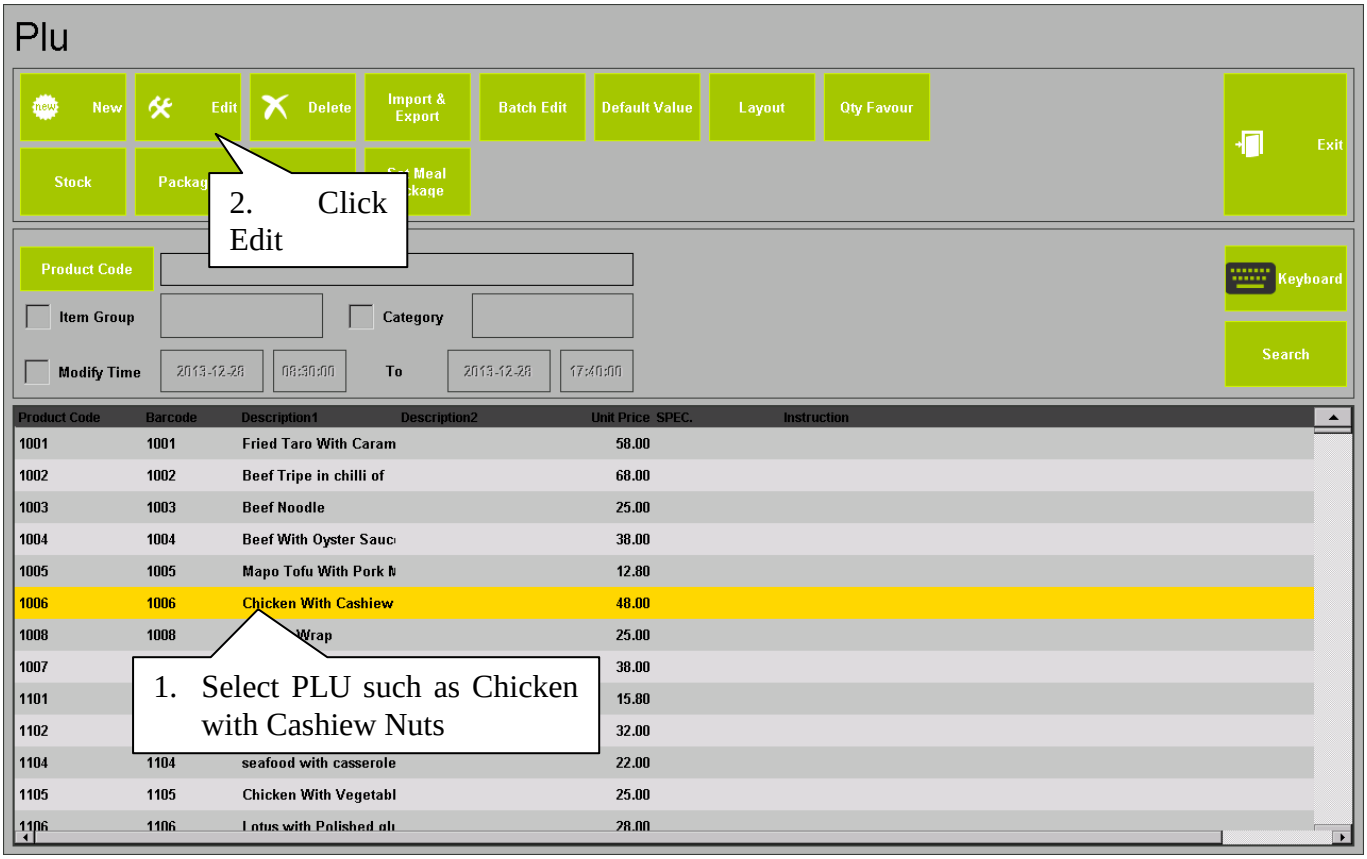
Qty: (1) Sub Total:	$48.00
Total Item Discount:	$24.00
Receivable:	$24.00
Cash:	$24.00

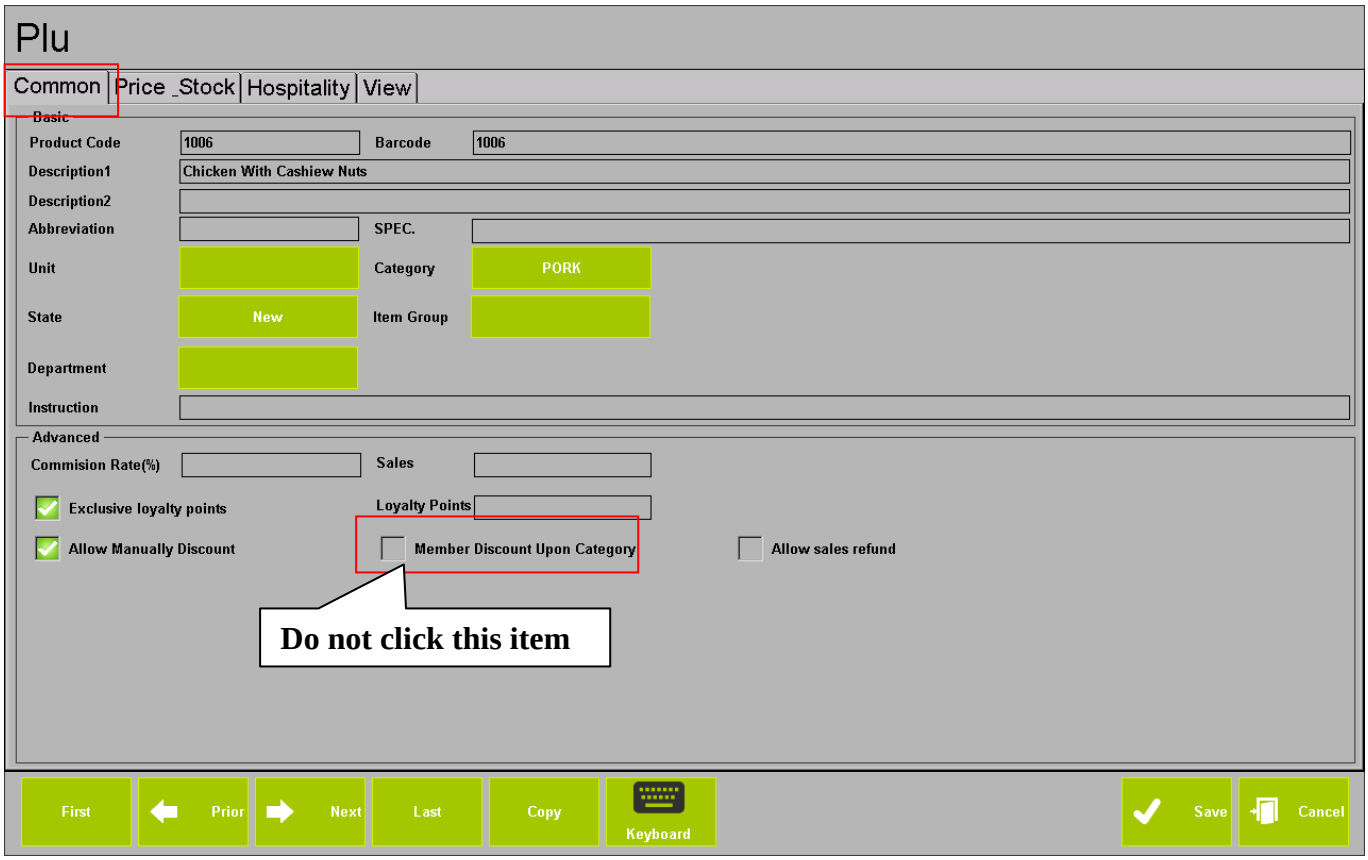
6.3. How to set Qty Favour

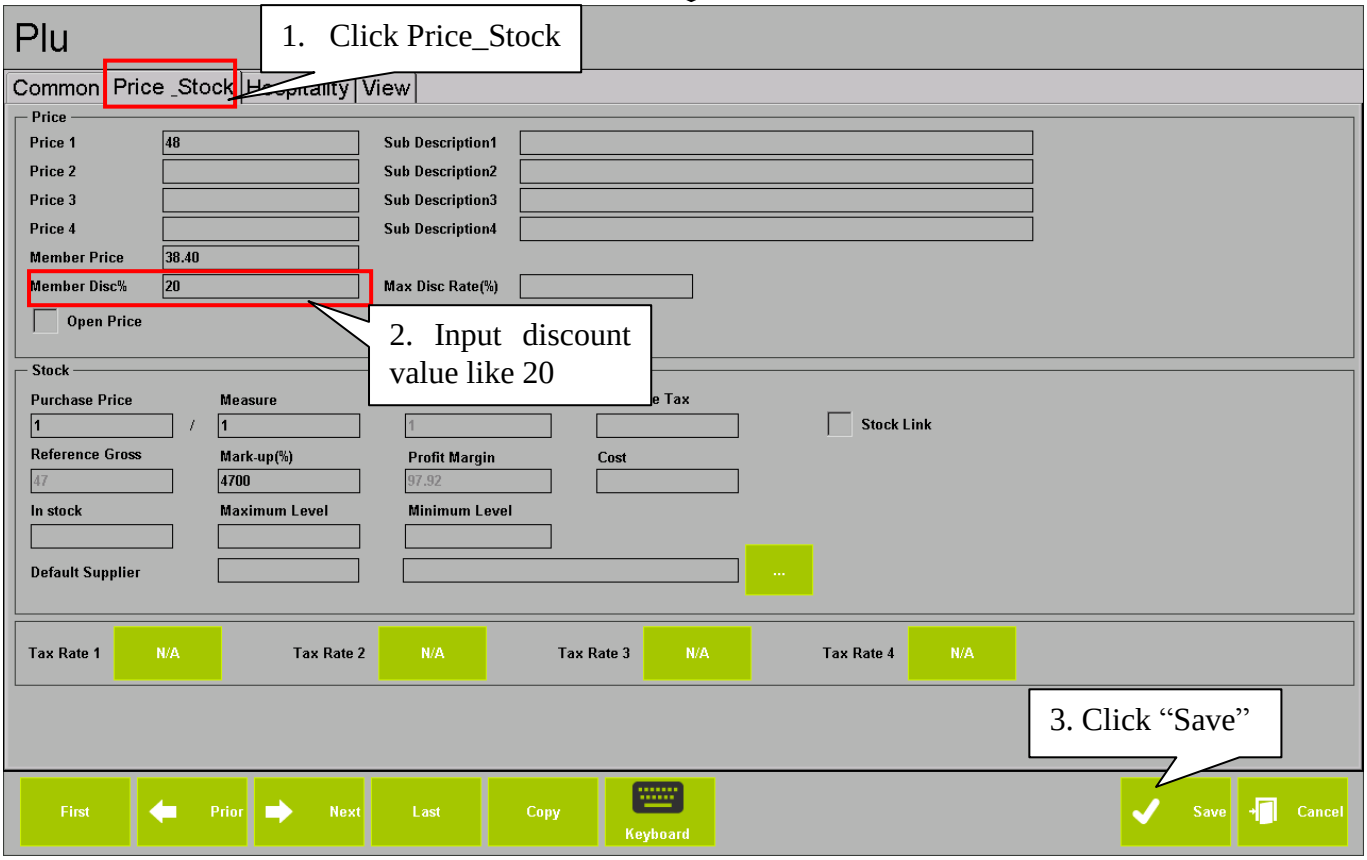


6.4. How to set PLU Member Discount

Click “Back Office→Basic→ PLU” to enter the following interface:




Plu
Common
Price _Stock
Hospitality
View
Basic
Product Code
1006
Barcode
1006
Description1
Chicken With Cashiew Nuts
Description2
Abbreviation
SPEC.
Unit
Category
PORK
State
New
Item Group
Department
Instruction
Advanced
Commision Rate(%)
Sales
Exclusive loyalty points
Loyalty Points
Allow Manually Discount
Member Discount Upon Category
Allow sales refund
Do not click this item
First
Prior
Next
Last
Copy
Keyboard
Save
Cancel


Plu
1. Click Price_Stock
Common
Price _Stock
View
Price
Price 1
48
Price 2
Price 3
Price 4
Member Price
38.40
Member Disc%
20
Max Disc Rate(%)
Open Price
Sub Description1
Sub Description2
Sub Description3
Sub Description4
2. Input discount value like 20
Stock
Purchase Price
Measure
Stock Link
Reference Gross
Mark-up(%)
4700
Profit Margin
97.92
Cost
In stock
Maximum Level
Minimum Level
Default Supplier
Tax Rate 1
N/A
Tax Rate 2
Tax Rate 3
Tax Rate 4
3. Click “Save”
First
Prior
Next
Last
Copy
Keyboard
Save
Cancel

Return to POS interface and click Chicken With Cashiew Nuts and click “Other function→ Input Member”, then the customer can enjoy 20 percent off :

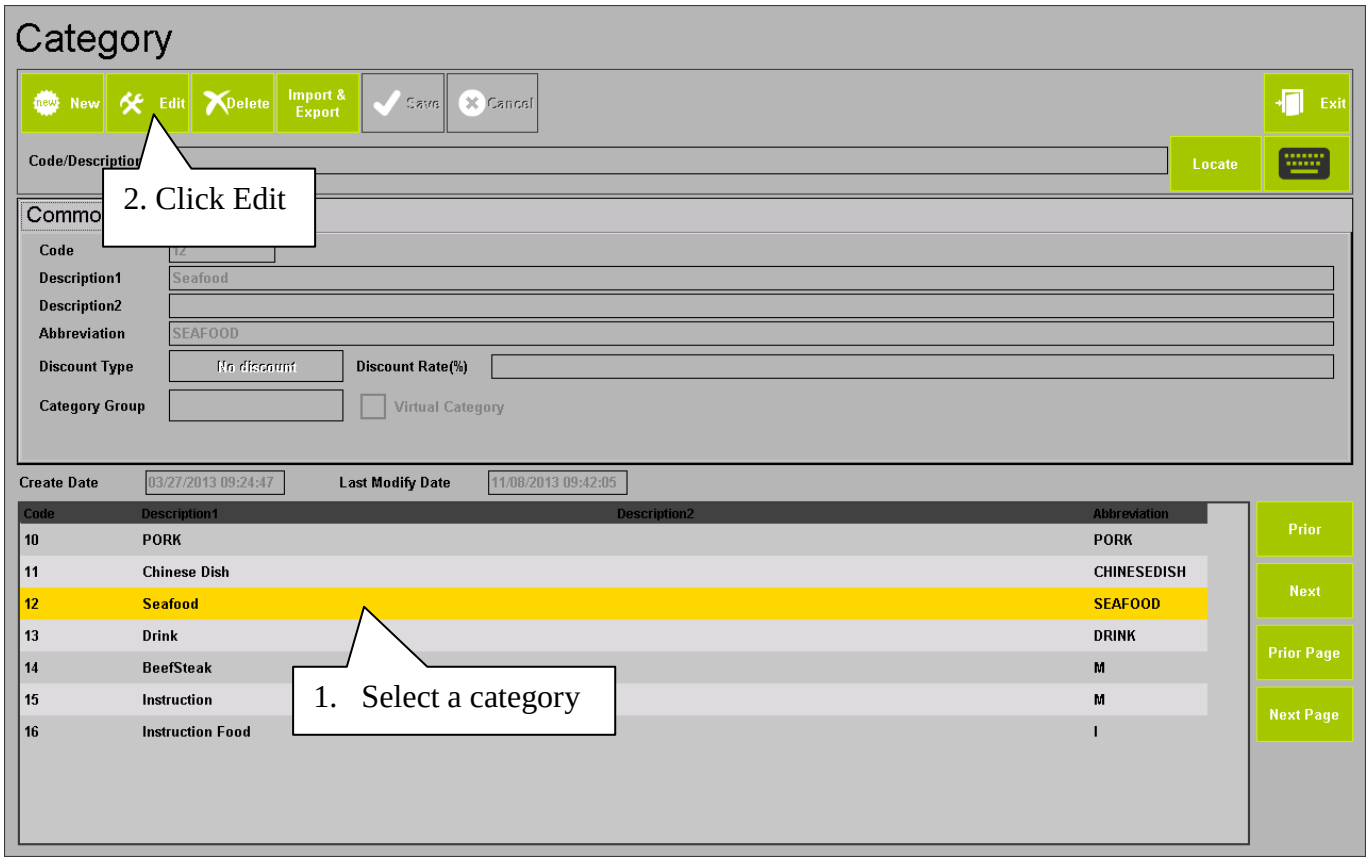
Clerk:Admin
17OV13100100001
Tuesday, October 01, 2013 6:21:01 PM

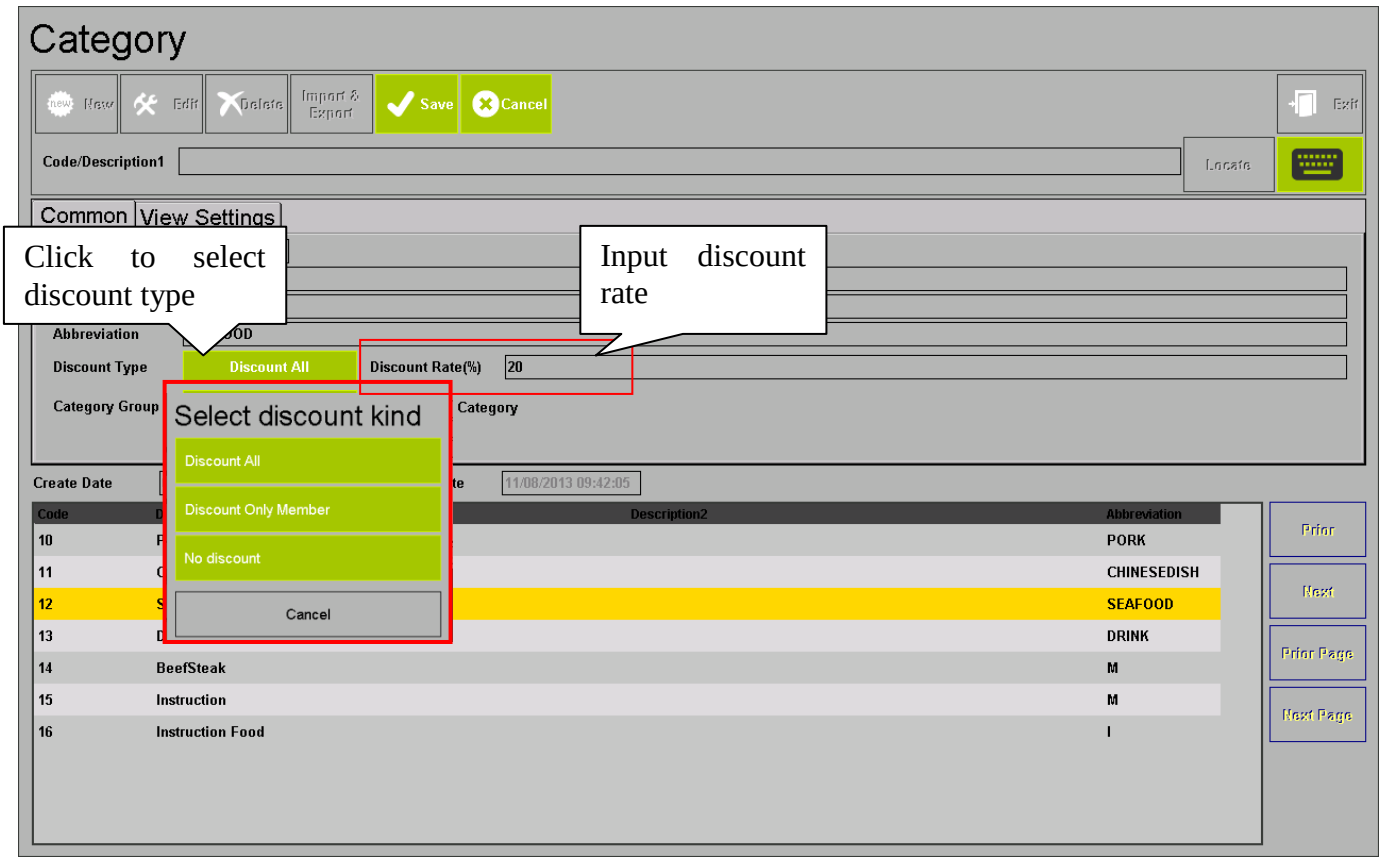
Name	Dsc%	Price	Qty	Amt
Mapo Tofu W	20%	12.80	1	10.24

Qty: (1) Sub Total: $12.80
Total Item Discount: $2.56
Receivable: $10.24
Cash: $10.24
Member: 001 Test Silver

6.5. How to set Category Discount

Click “Back Office→Basic→ Category to enter the following interface:

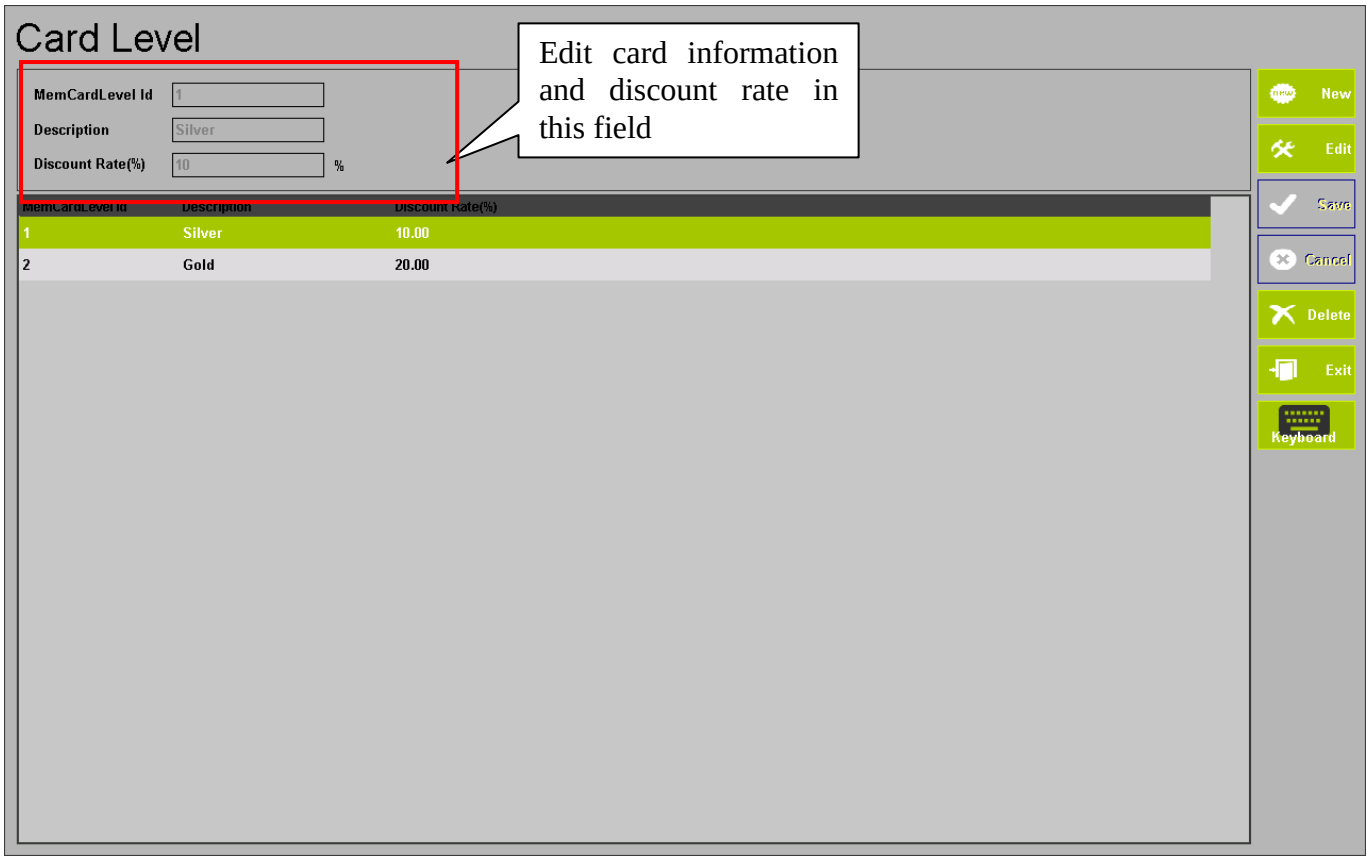




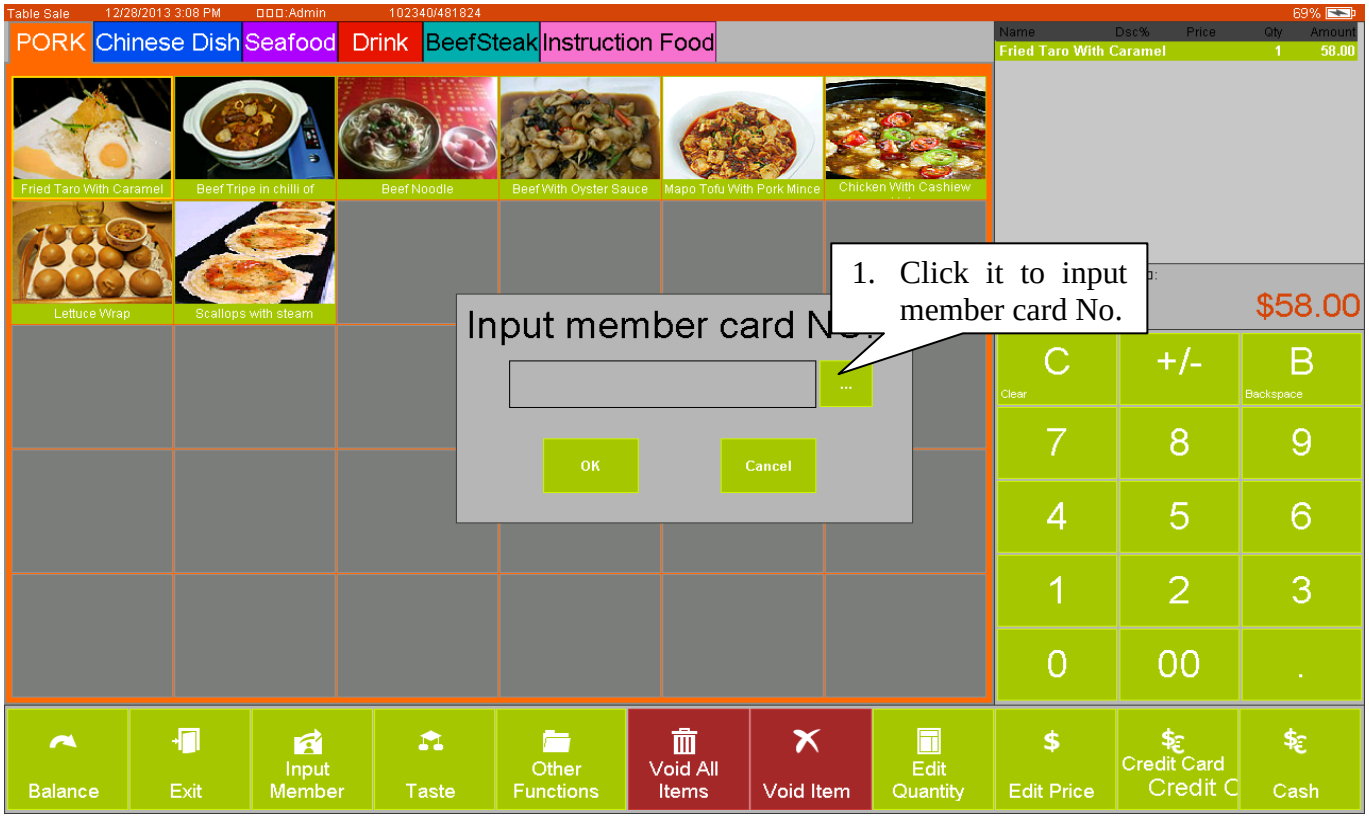
Note:
Discount all: all customers can enjoy the discount.
Member Discount: only member can enjoy the discount. When you settle amount, you need to input member or swipe member card.
No discount: all customers can not enjoy the discount.
Then return to POS interface, seafood will be twenty percent off.

6.6. How to setCard Level Discount

Note: If you want to set discount for member card level, both PLU member discount and category discount should not be set.
Click “Back Office→Card Level to enter the following interface:

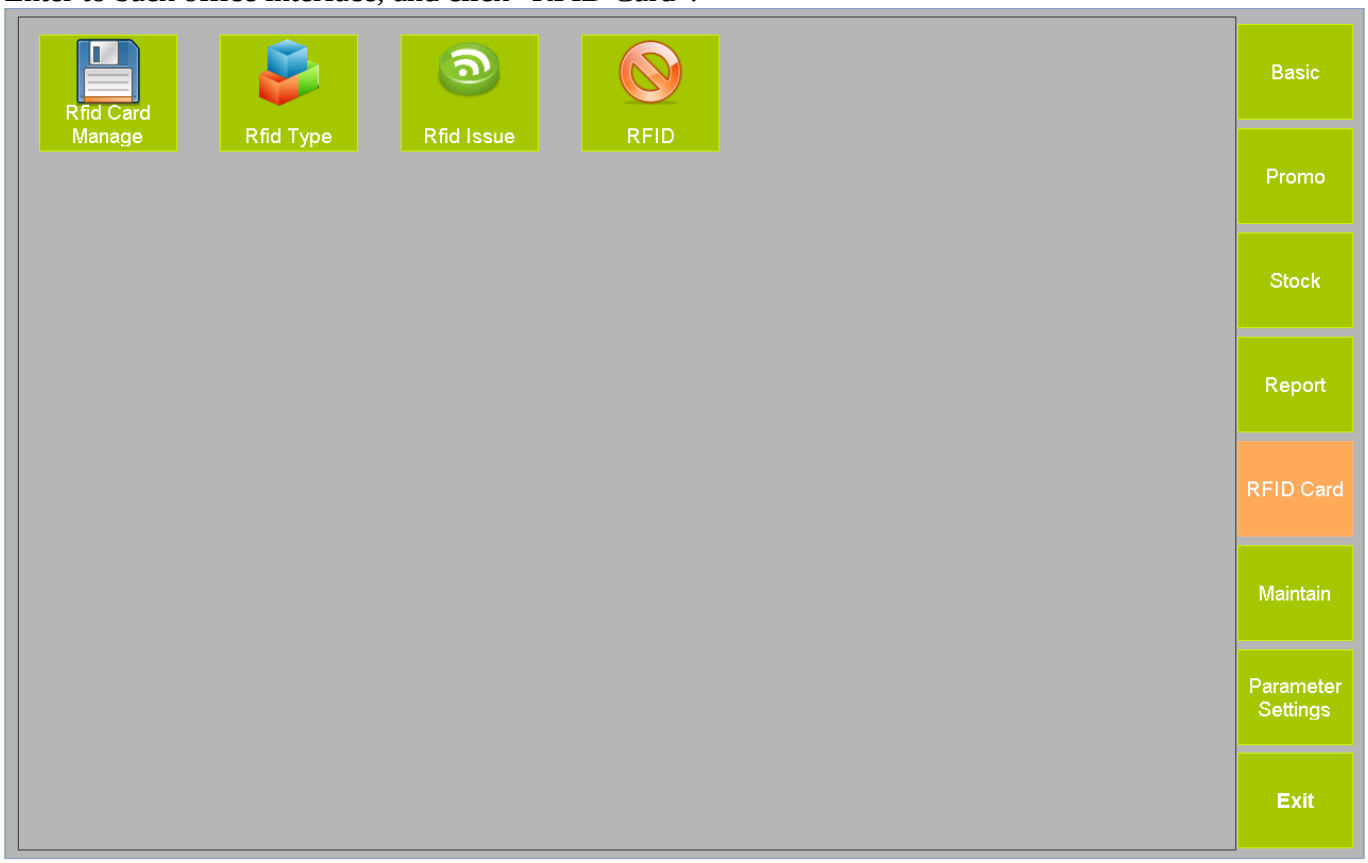


After setting, the customer can enjoy the discount by member card level. Then return to POS interface, choose an item and click "other function→ Input Member" to make a discount:



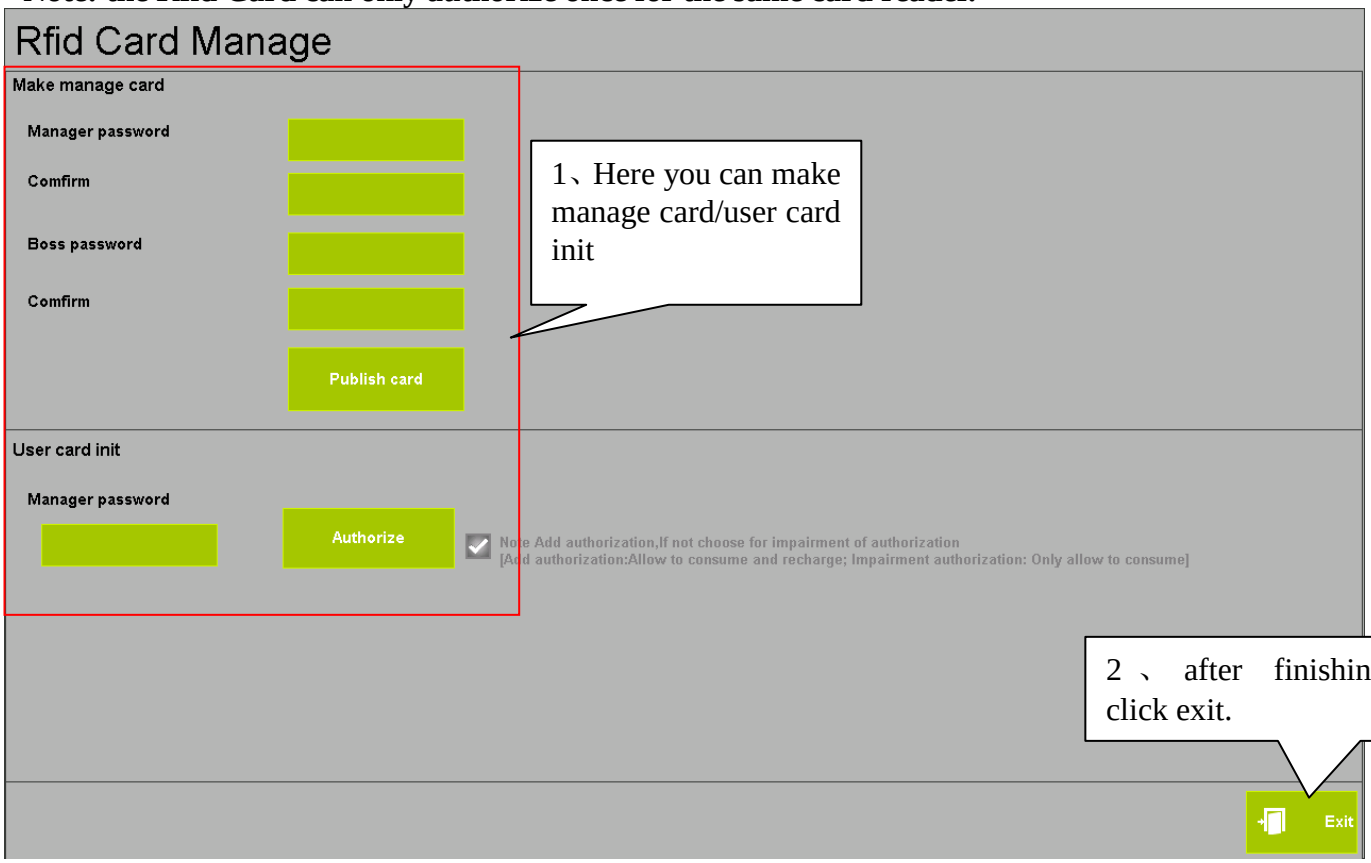
7. RFID Card

Enter to back office interface, and click “RFID Card”:

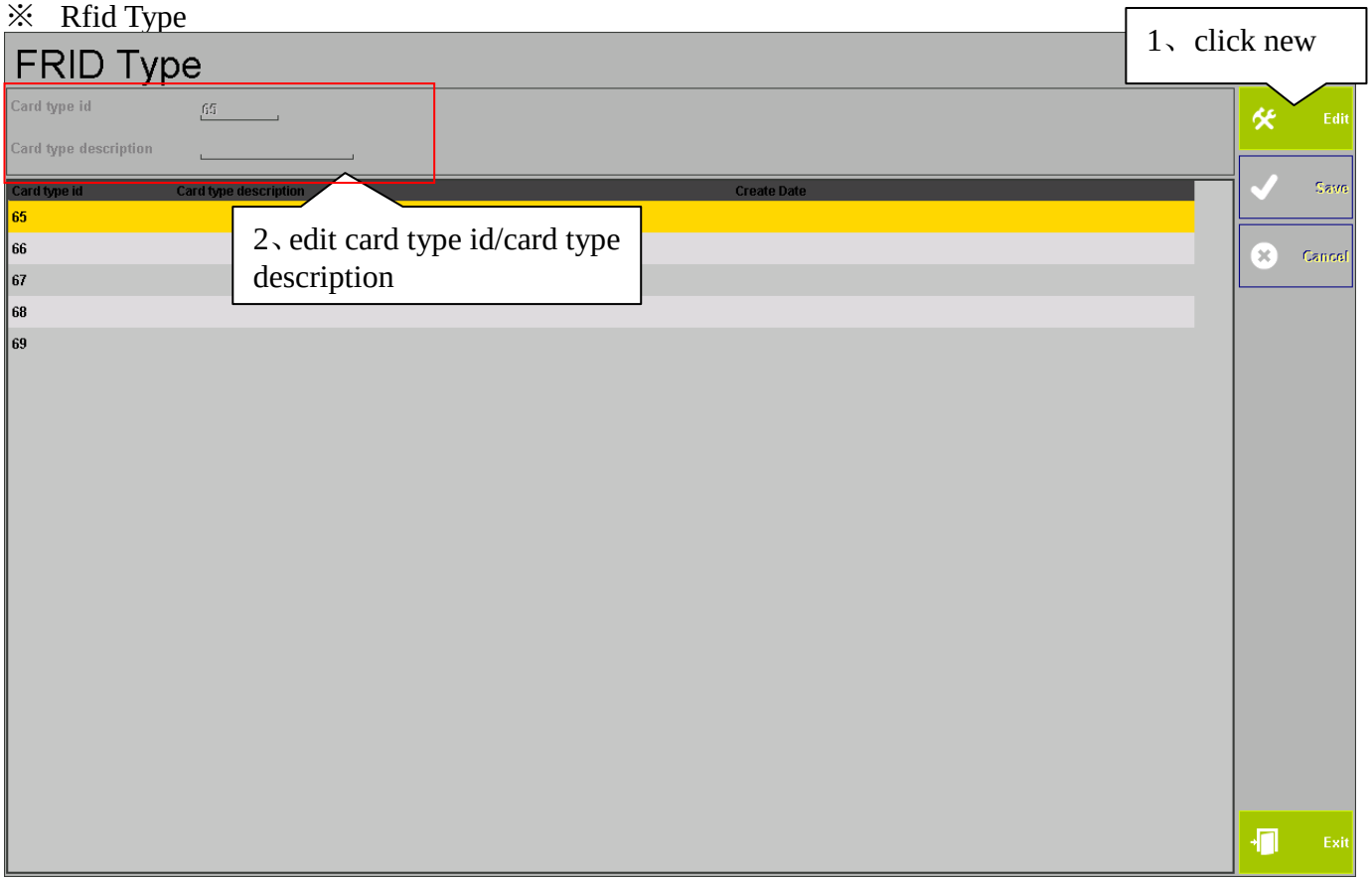


※ Rfid Card Manage

Note: the Rfid Card can only authorize once for the same card reader.

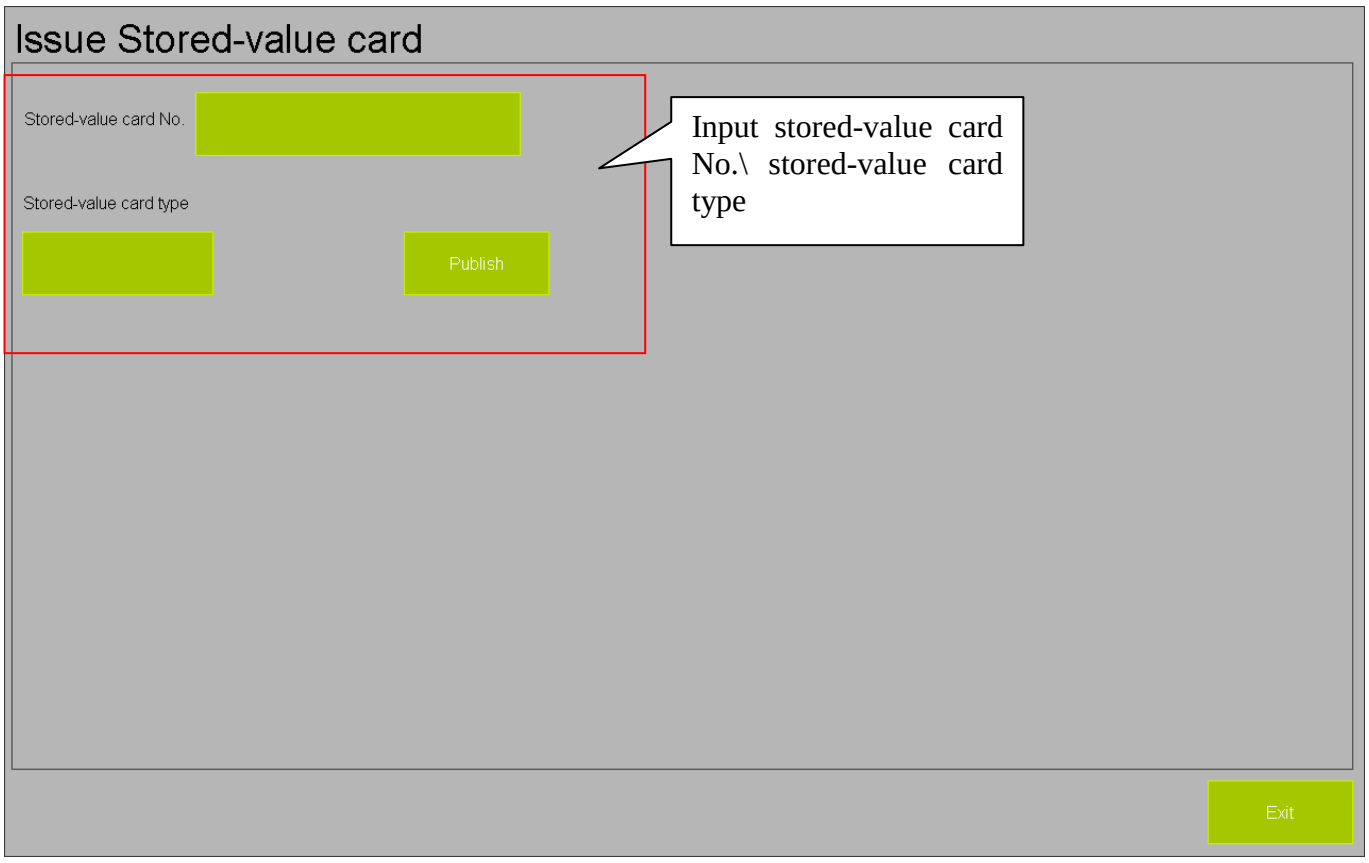


※ Rfid Type

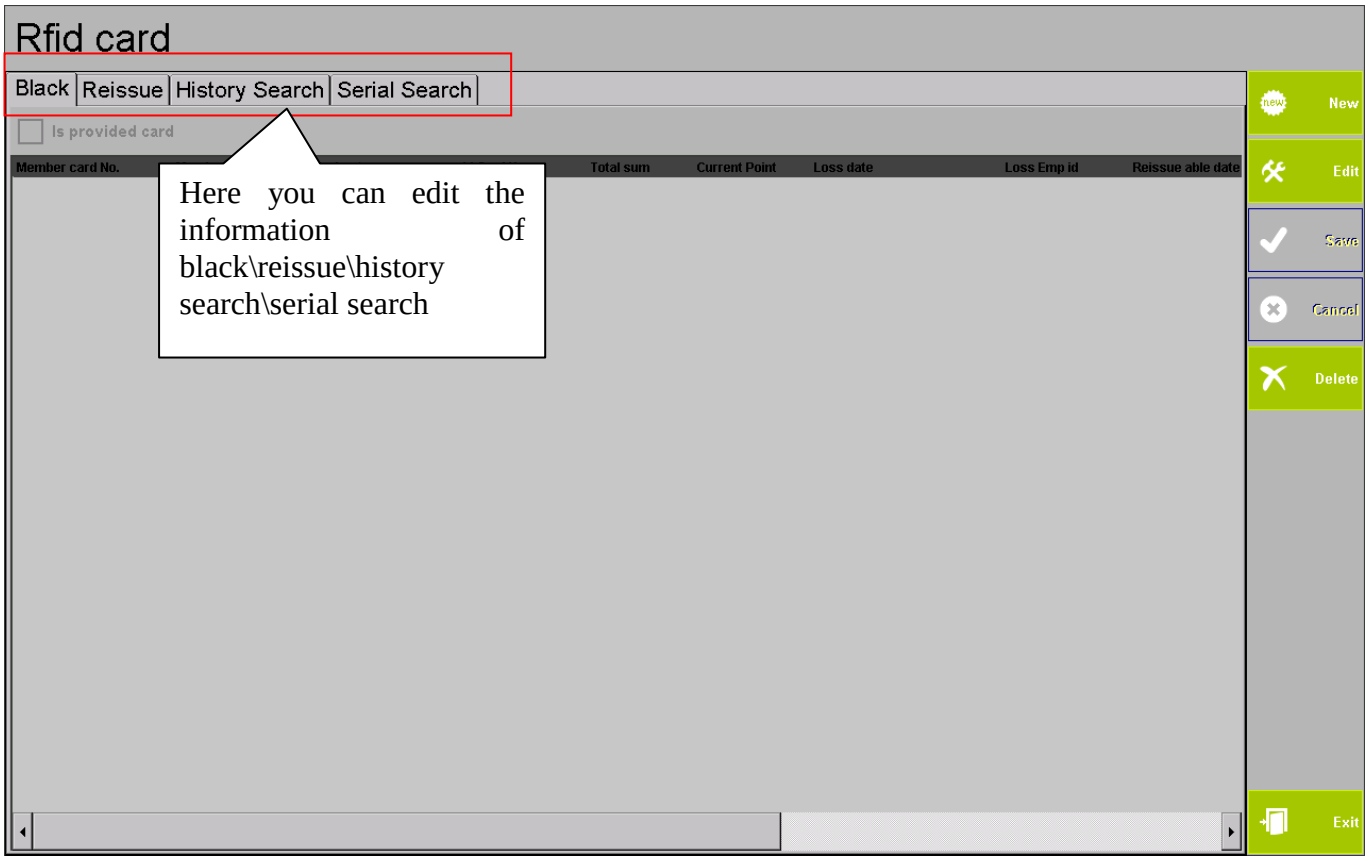


※ Rfid Issue

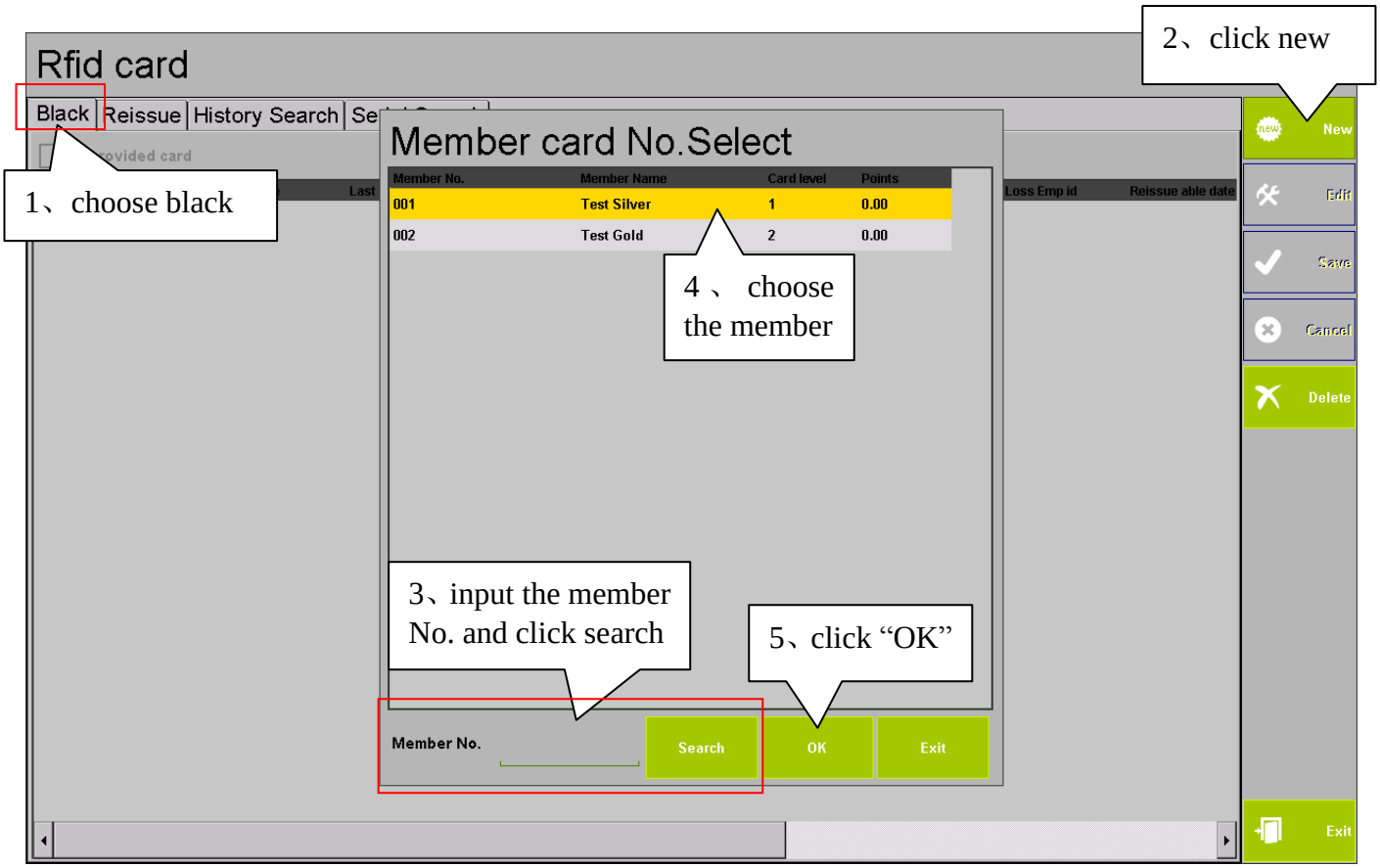
Note: the card has to be the initialized Aclas card, and there is no need to input the Rfid card number in default condition (it means parameter—device1—"issue card" should not be ticked in Rfid setting.), because Aclas has written the card number for user when default.

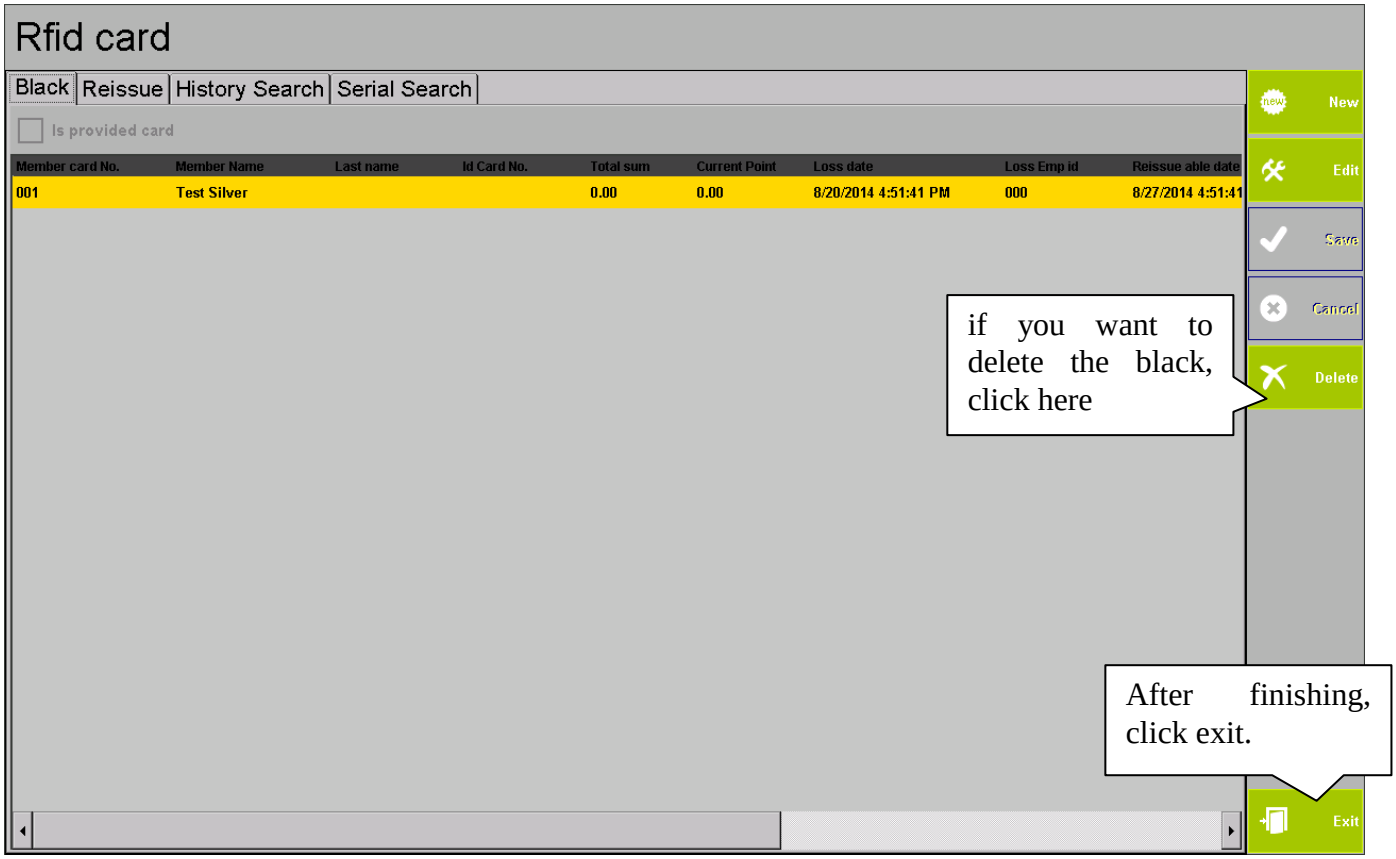


※ RFID

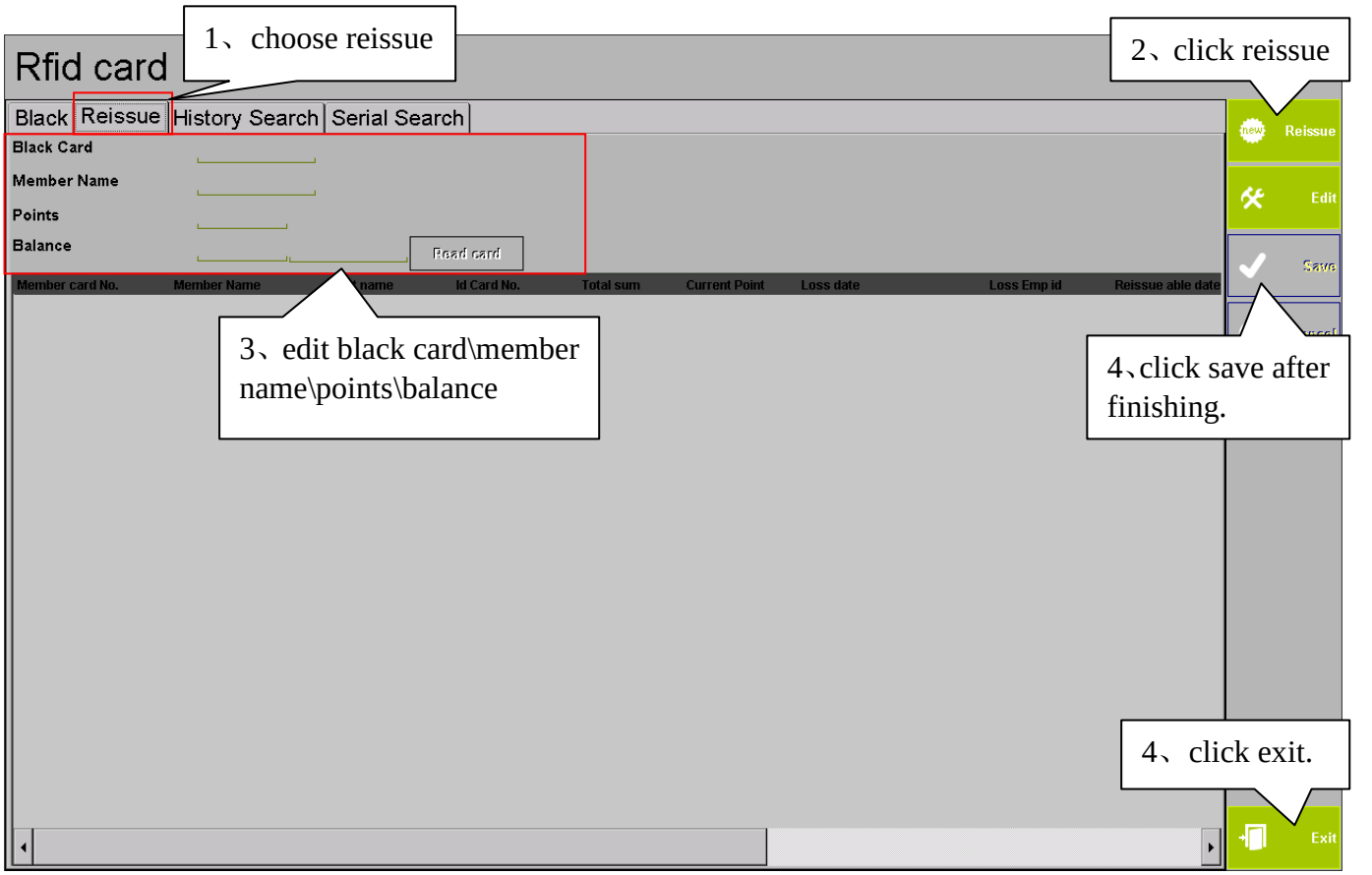

Rfid card
Black
Reissue
History Search
Serial Search
Is provided card
Member card No.
Total sum
Current Point
Loss date
Loss Emp id
Reissue able date
Here you can edit the information of black\reissue\history search\serial search
New
Edit
Save
Cancel
Delete
Exit

※ Black

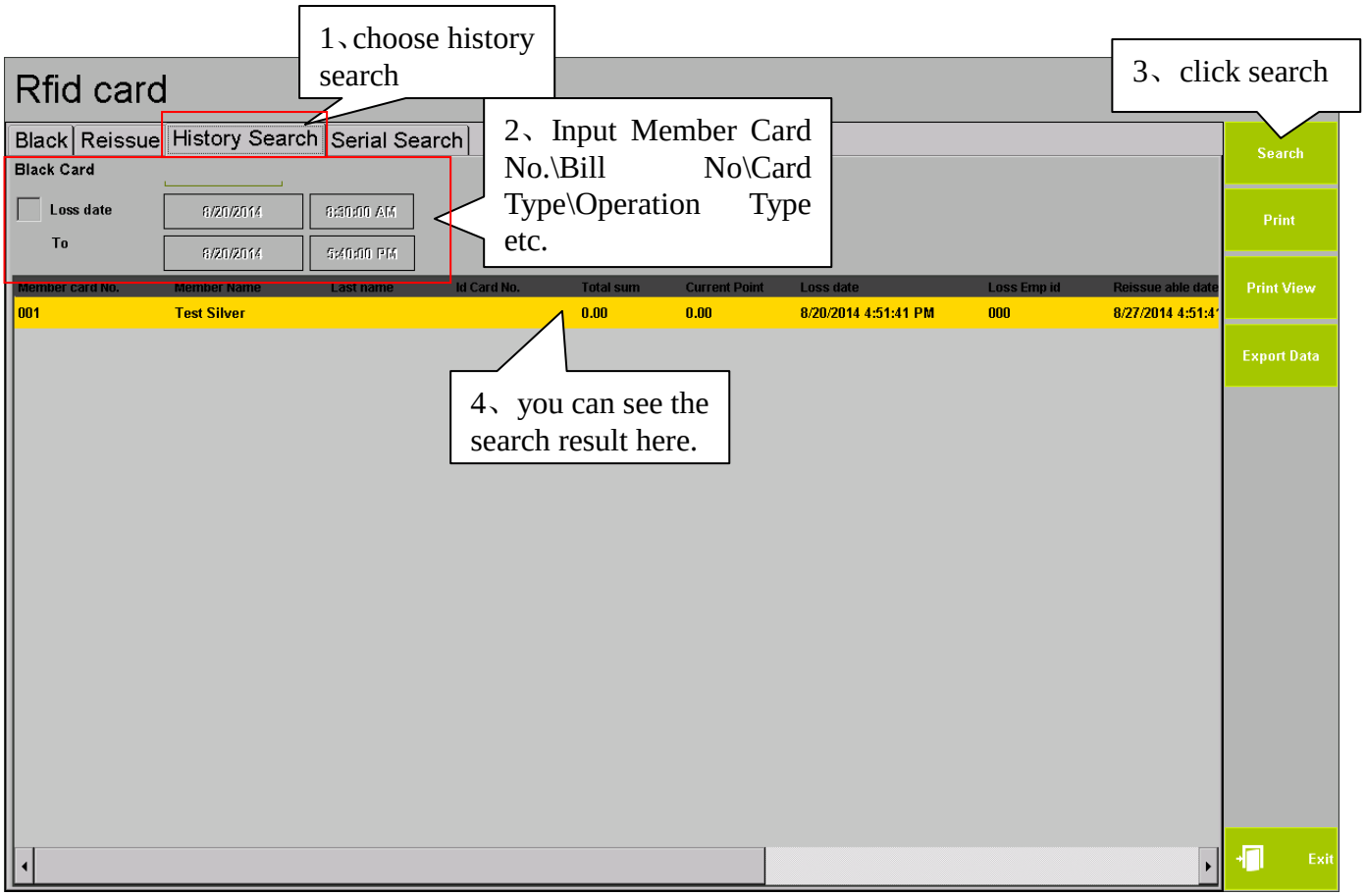

2、click new
Rfid card
Black
Reissue
History Search
1、choose black
Member card No.Select
Member No.
Member Name
Card level
Points
001
Test Silver
1
0.00
002
Test Gold
2
0.00
4 、 choose the member
3、input the member No. and click search
5、click “OK”
Member No.
Search
OK
Exit
New
Edit
Save
Cancel
Delete
Exit



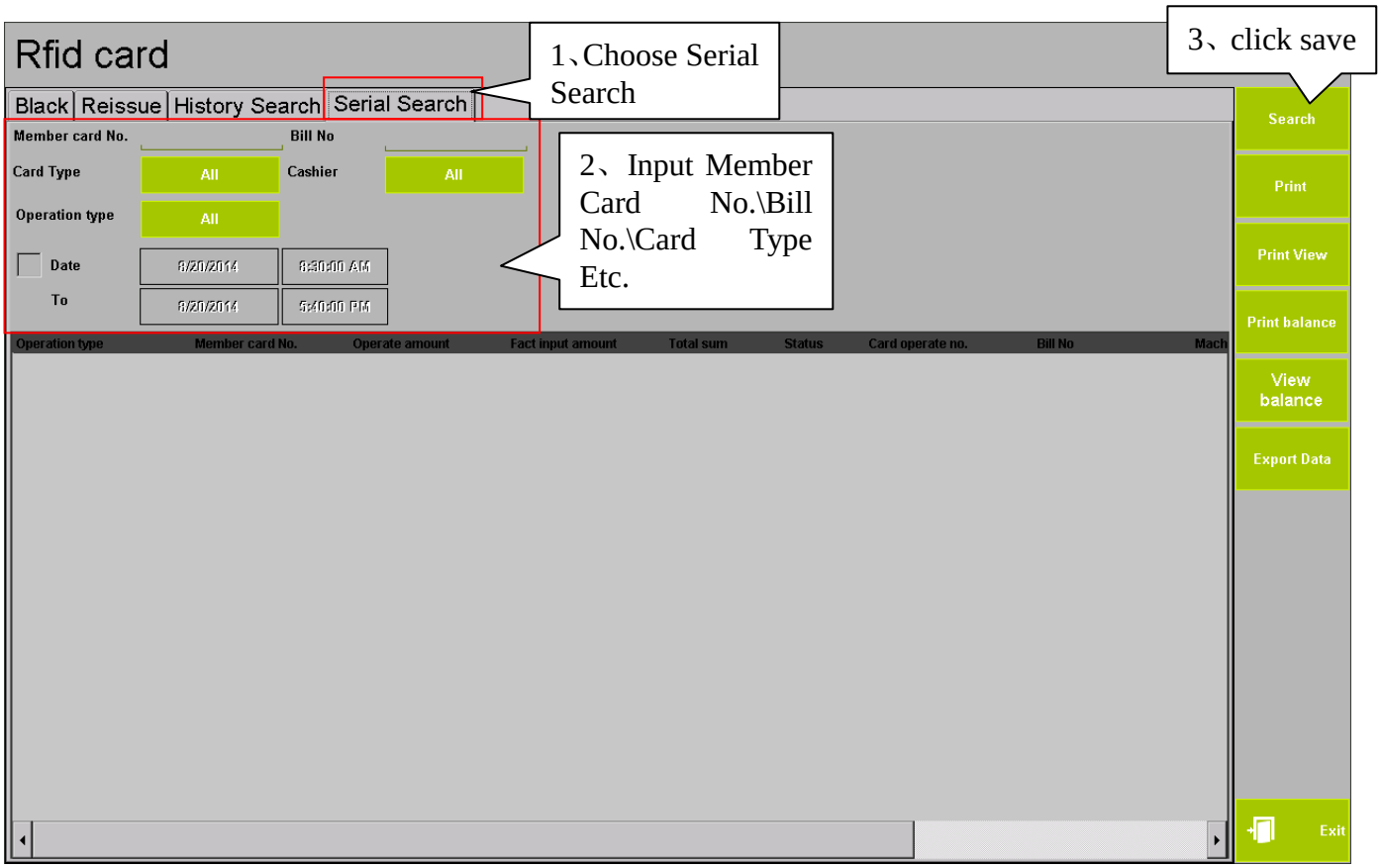
※ Reissue



※ History search

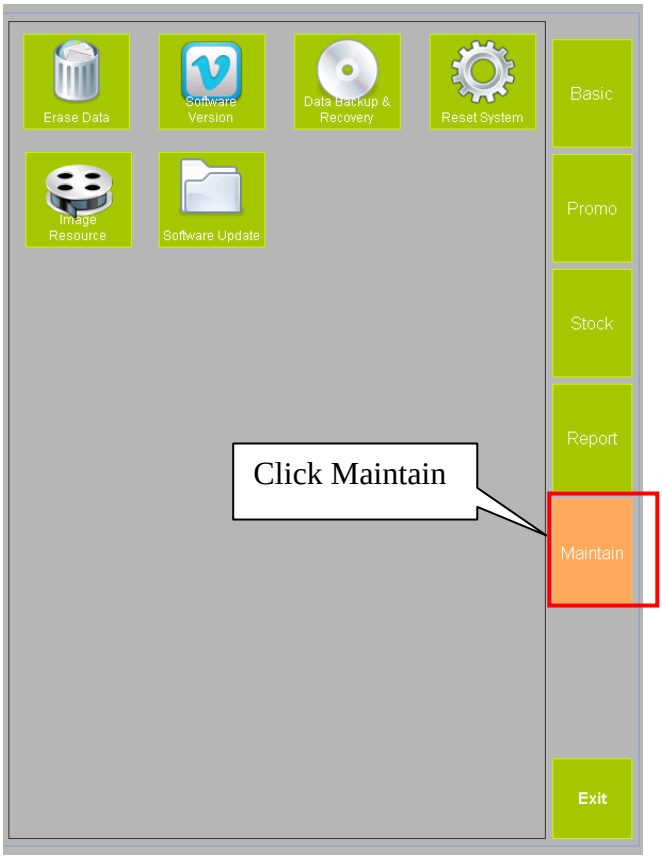


※ serial search



8. Maintain

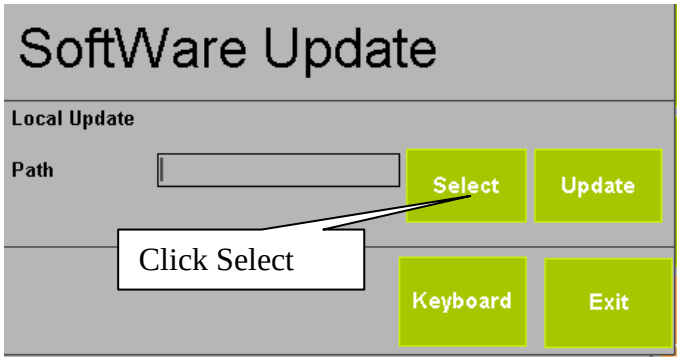
Enter to back office interface, and click “Report”:



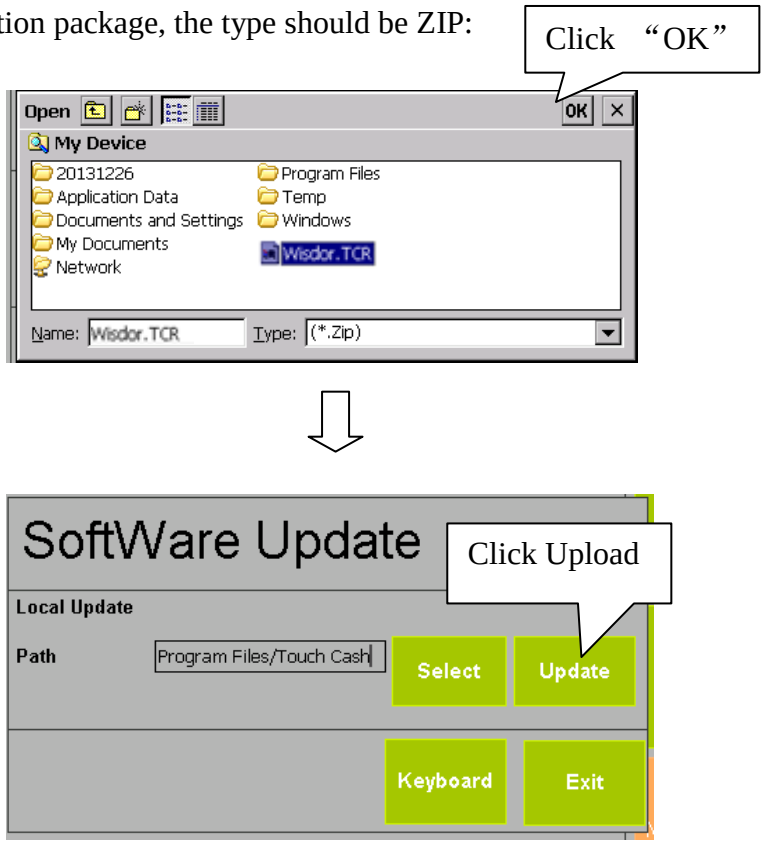
Description:
Erase Date: Erase the basic file data and sales data of program.
Software Version: Check the software version.
Data Backup & Recovery: Data backup and recovery.
Reset System: Reset the system to original.
Image Resource: add and edit picture.
Software Update: update software.

◆ **Software Upload**

The steps of software update are as below:
Enter to back office interface, choose “Maintain” → “Software Update” to pop up the following dialog:



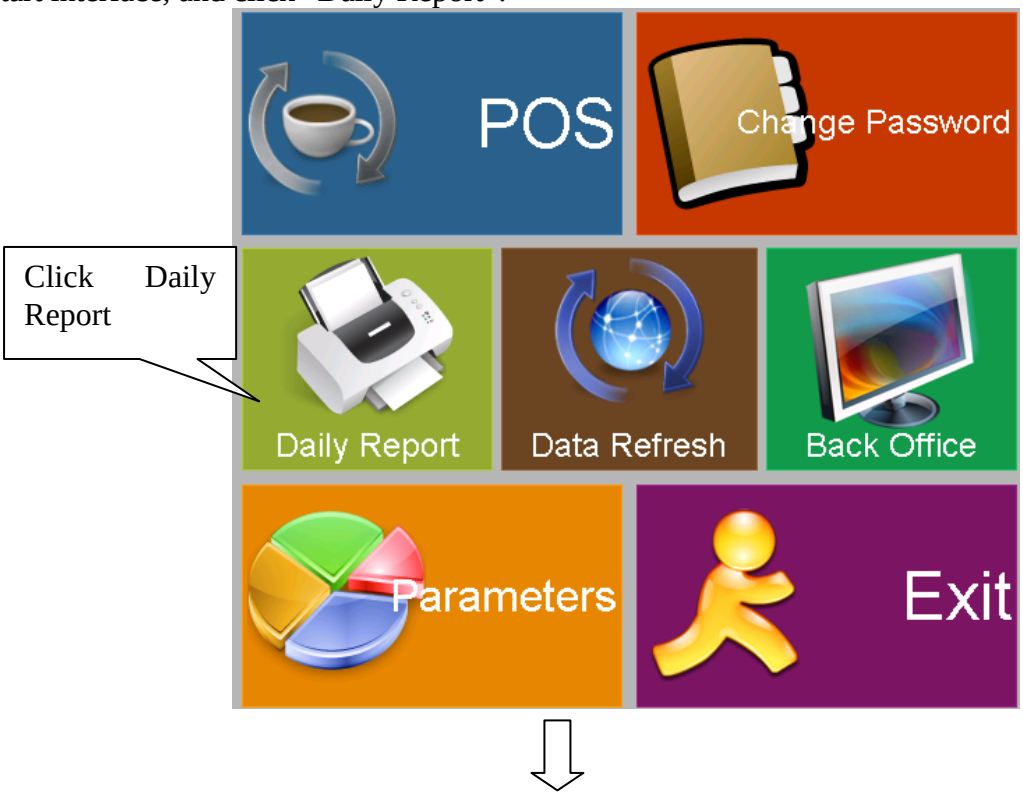
Choose the path of installation package, the type should be ZIP:



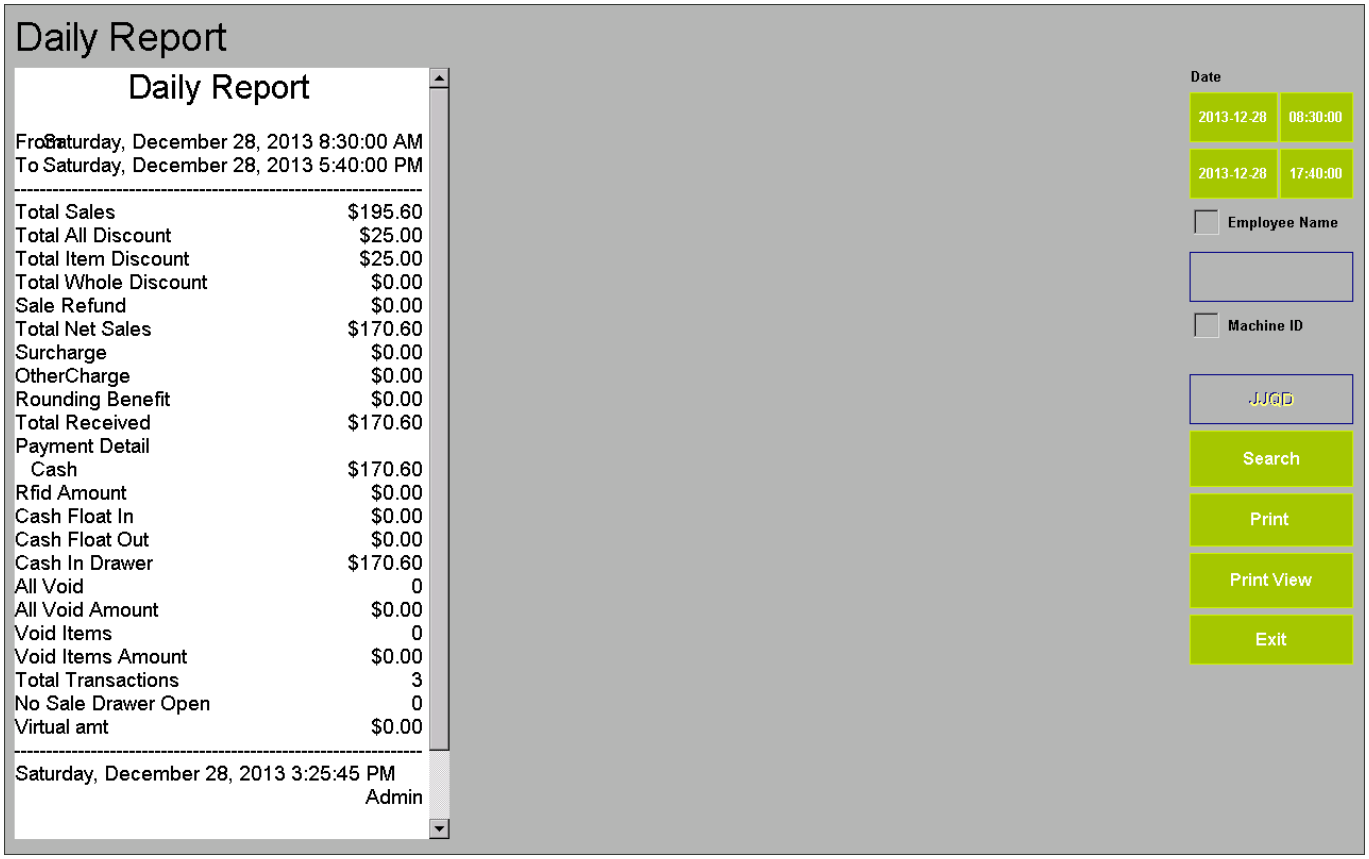
When it finishes updating, the system will be restart automatically.

9. Daily Report

Enter to start interface, and click “Daily Report”:



According to date print or print view daily report:

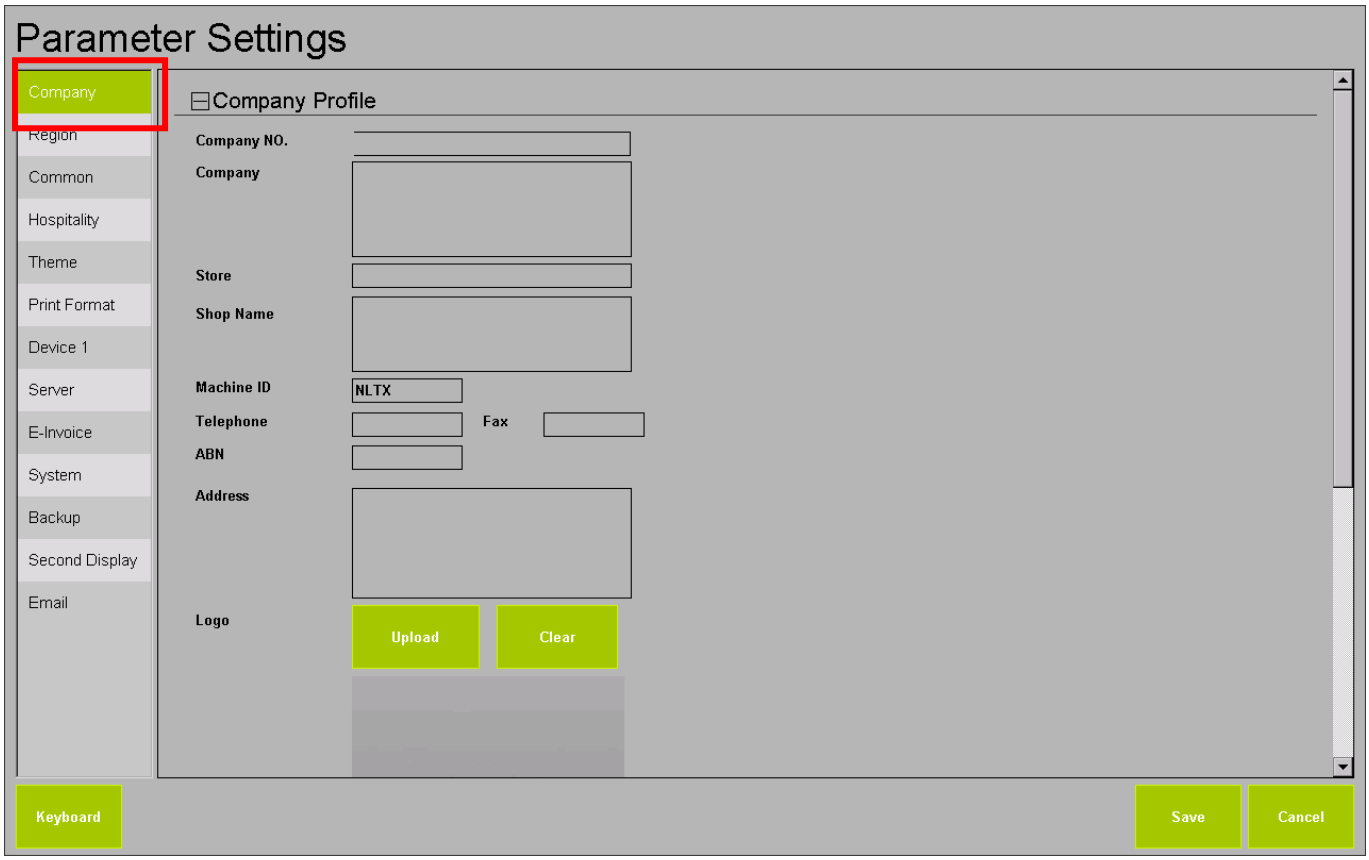


10. Parameters settings

Enter to start interface, click “Parameters” to enter parameter setting interface:

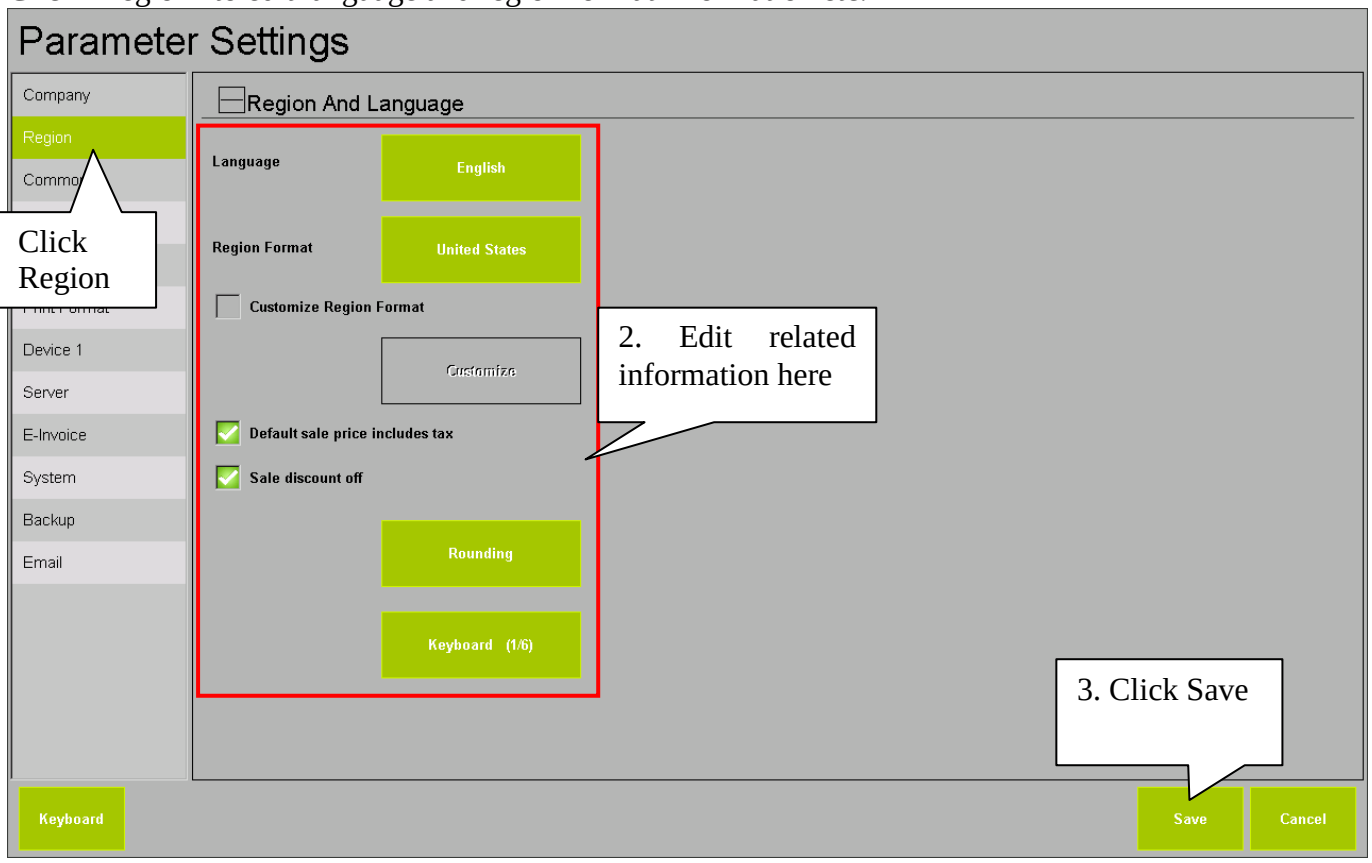
◆ Company

Click “Company” to edit company No., company, store, machine ID and address information etc.



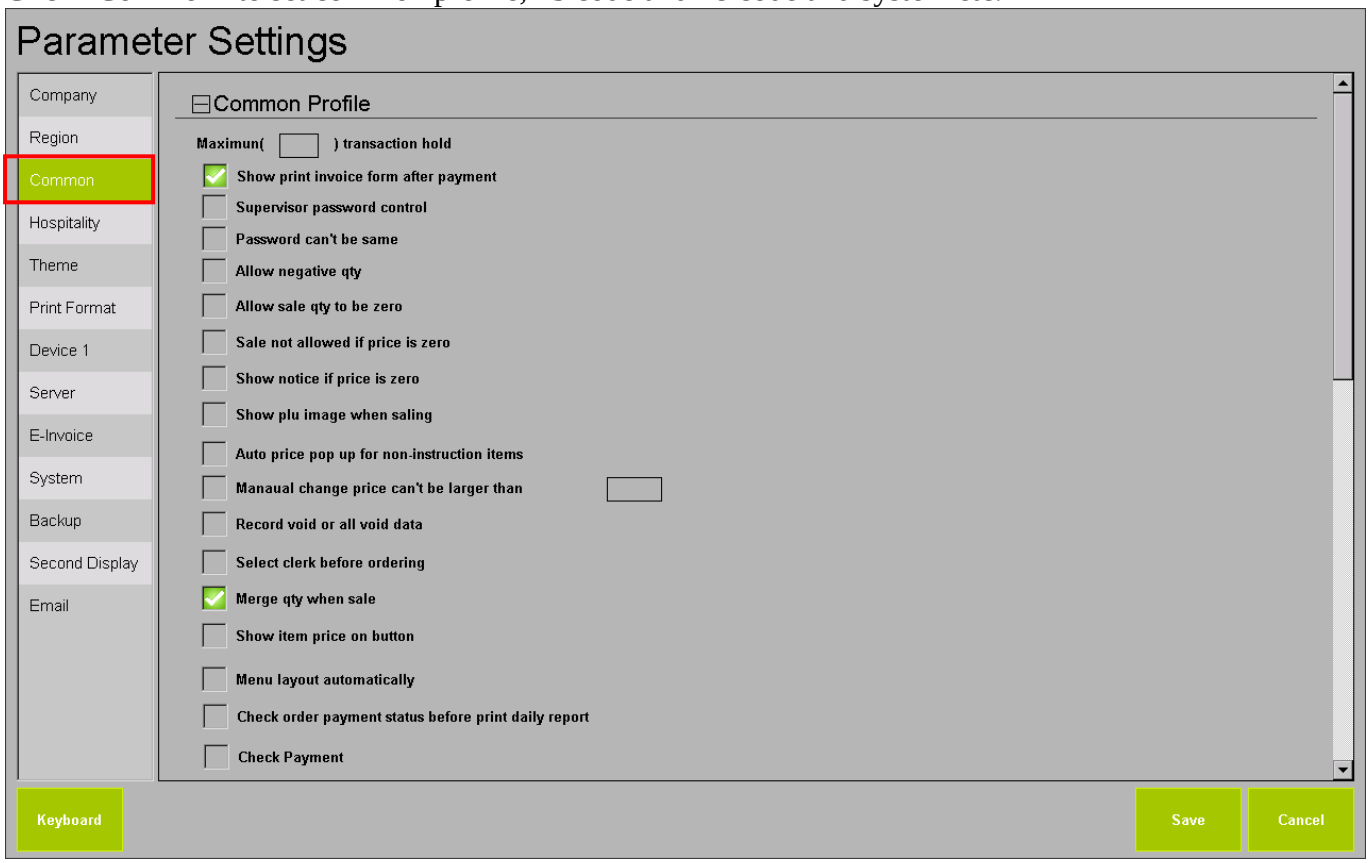
◆ Region and Language

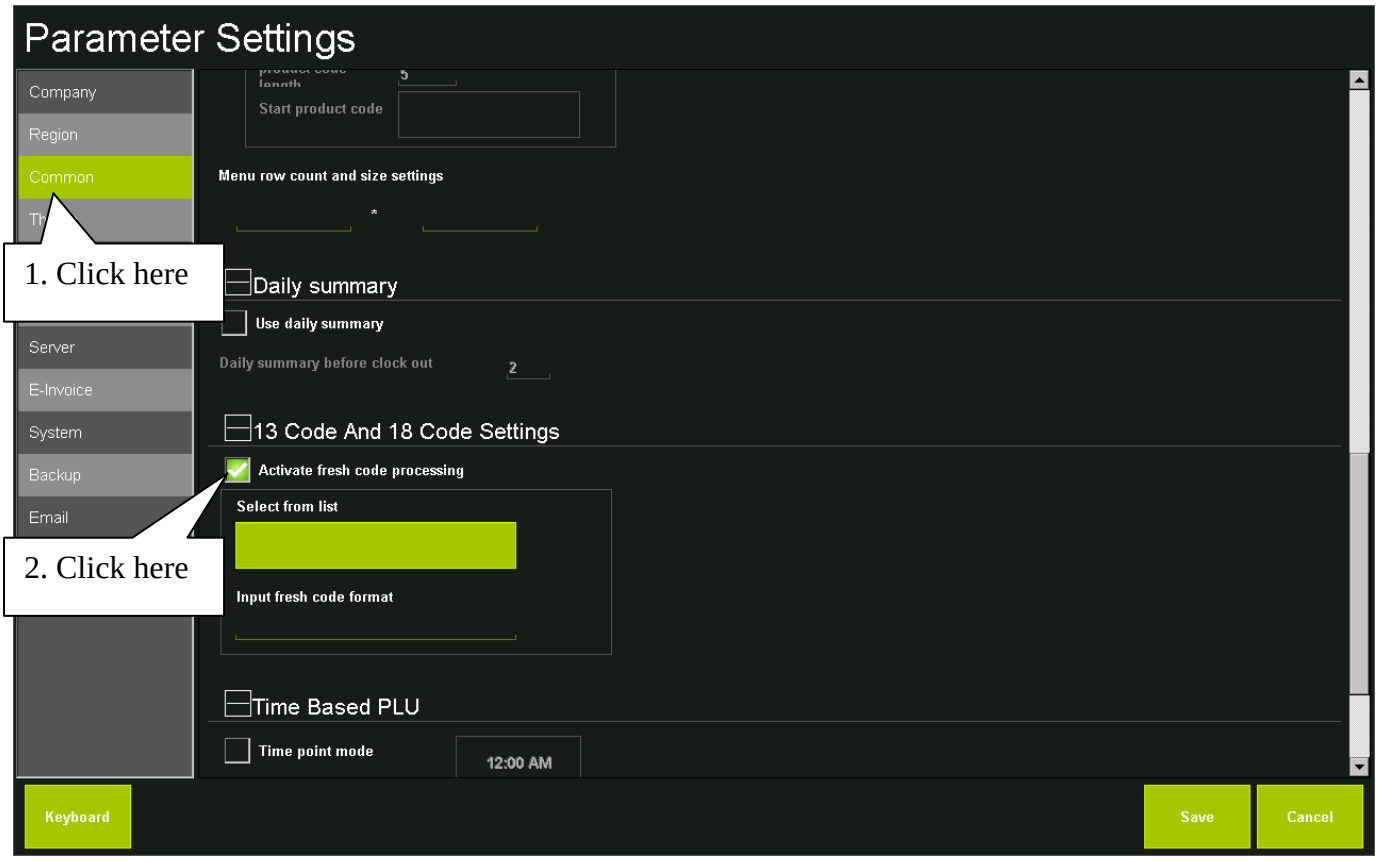
Click “Region” to edit language and region format information etc.

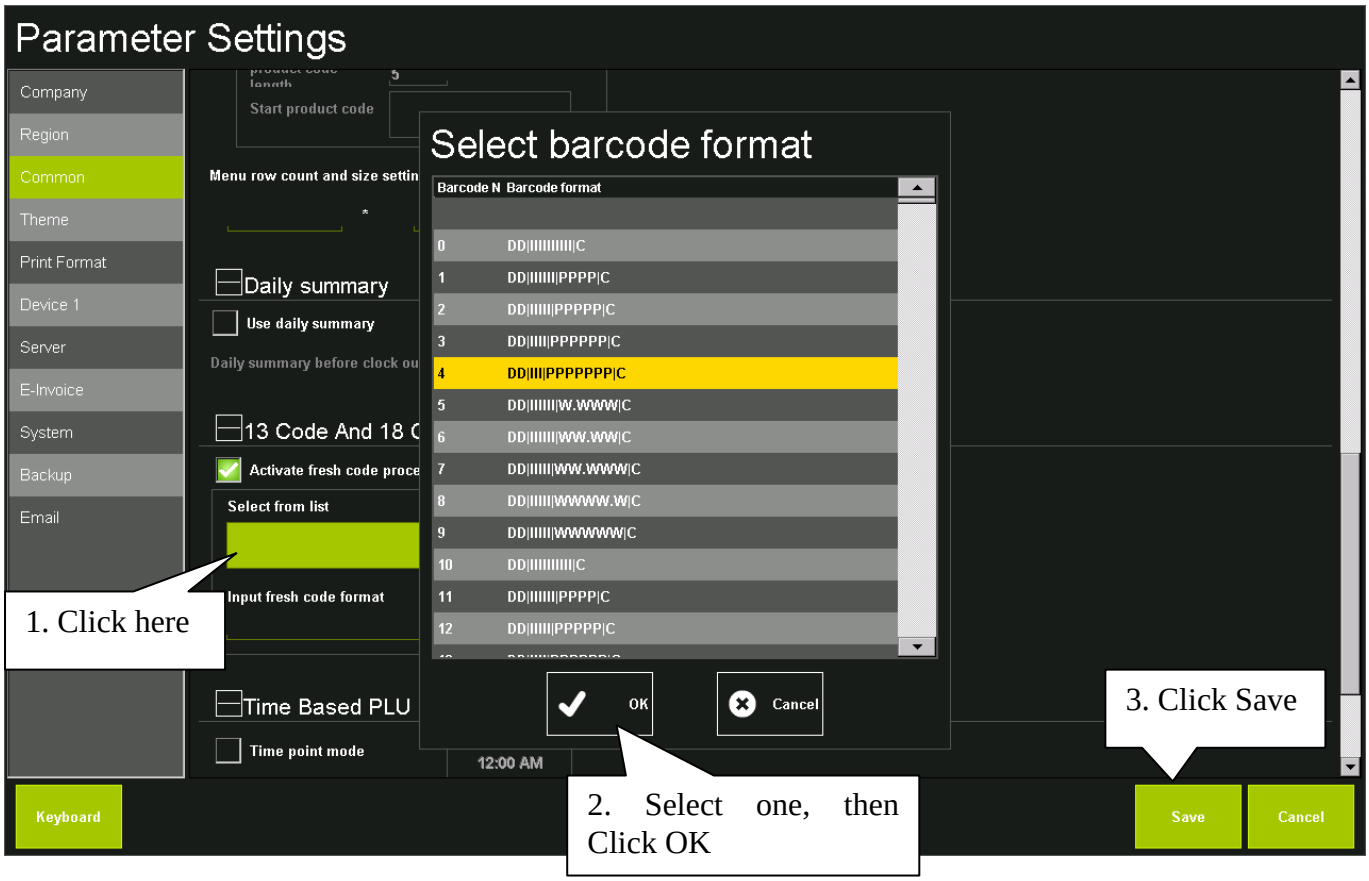


◆ Common information

Click “Common” to set common profile, 13 code and 18 code and system etc.

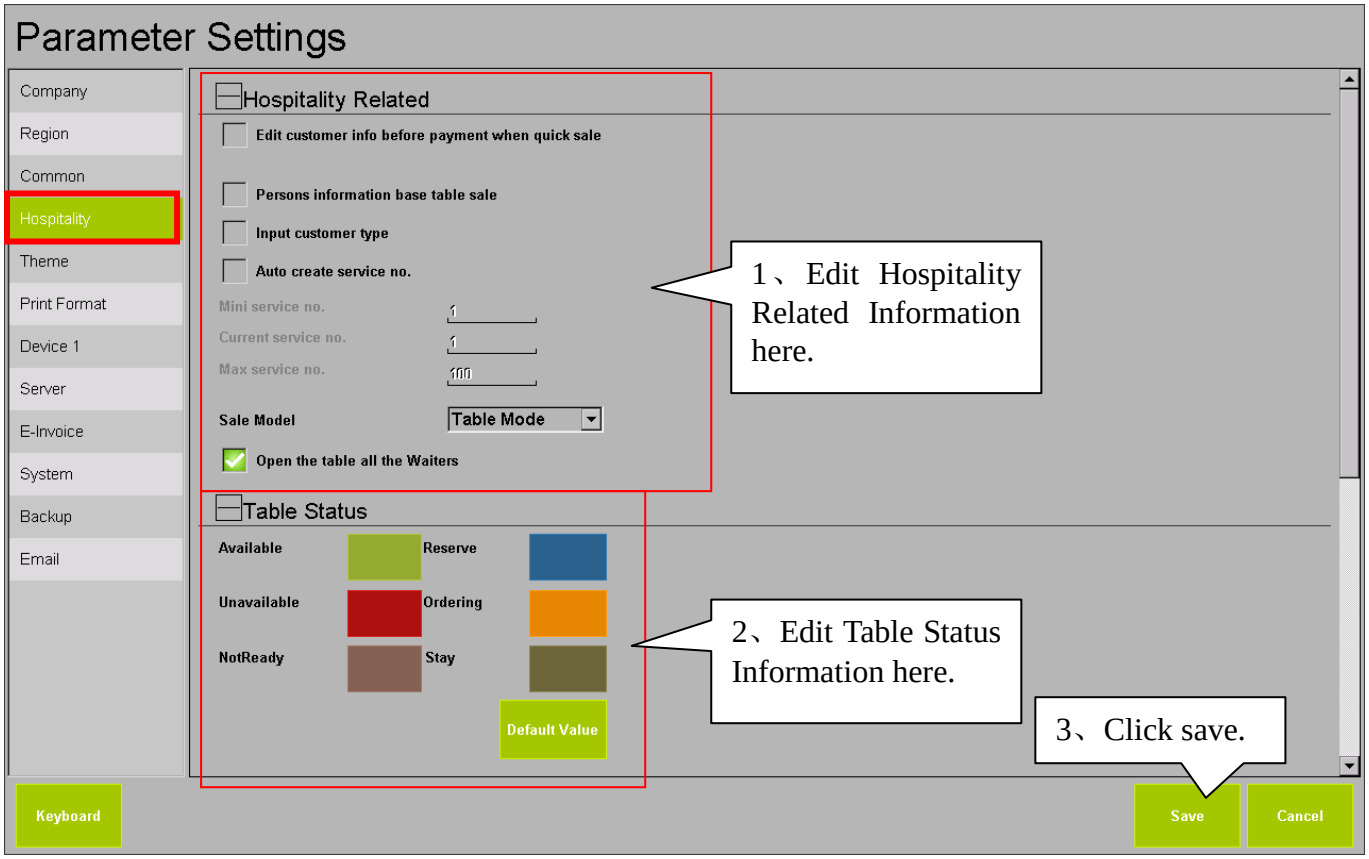






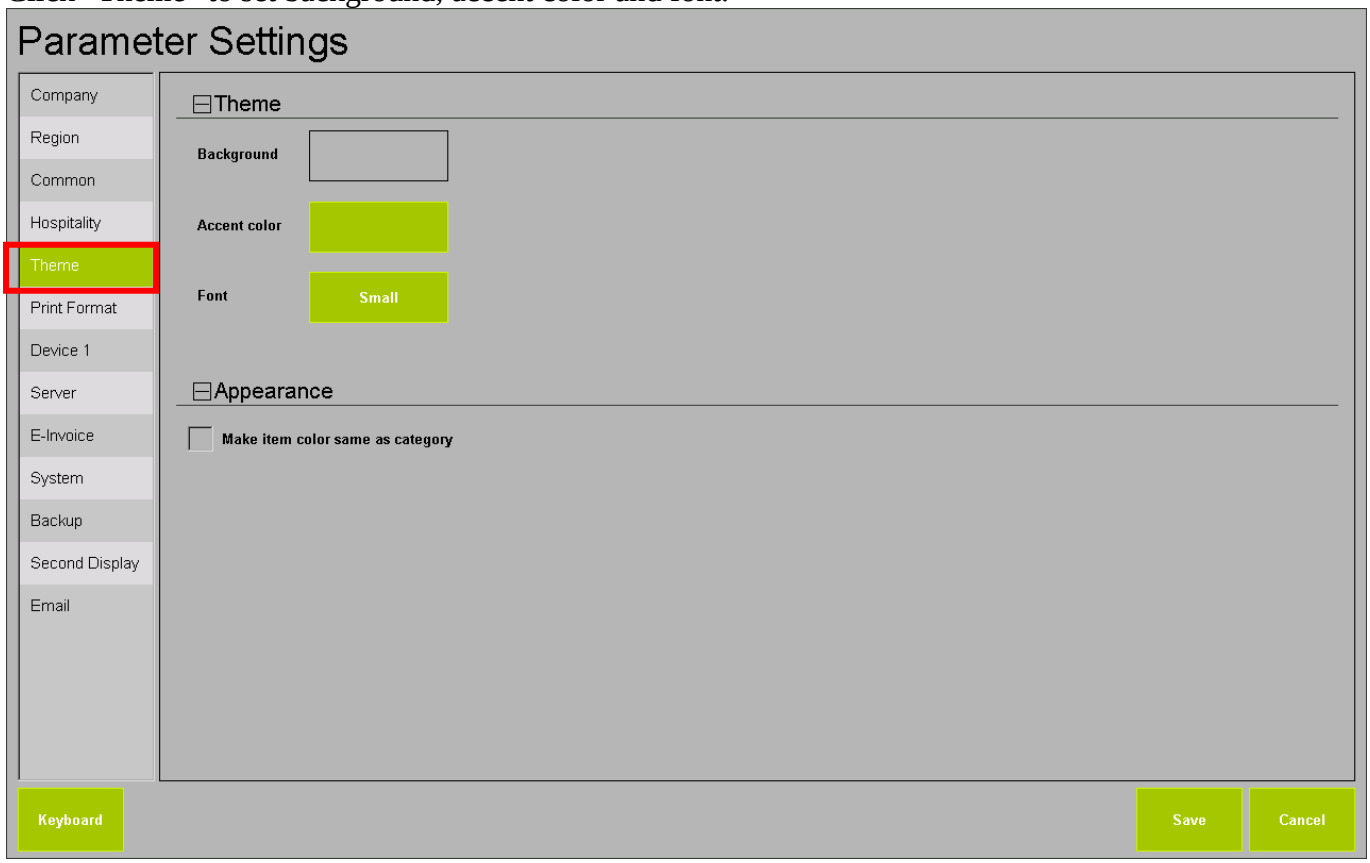
◆ Hospitality

Click “Hospitality” to set hospitality related information and table status.



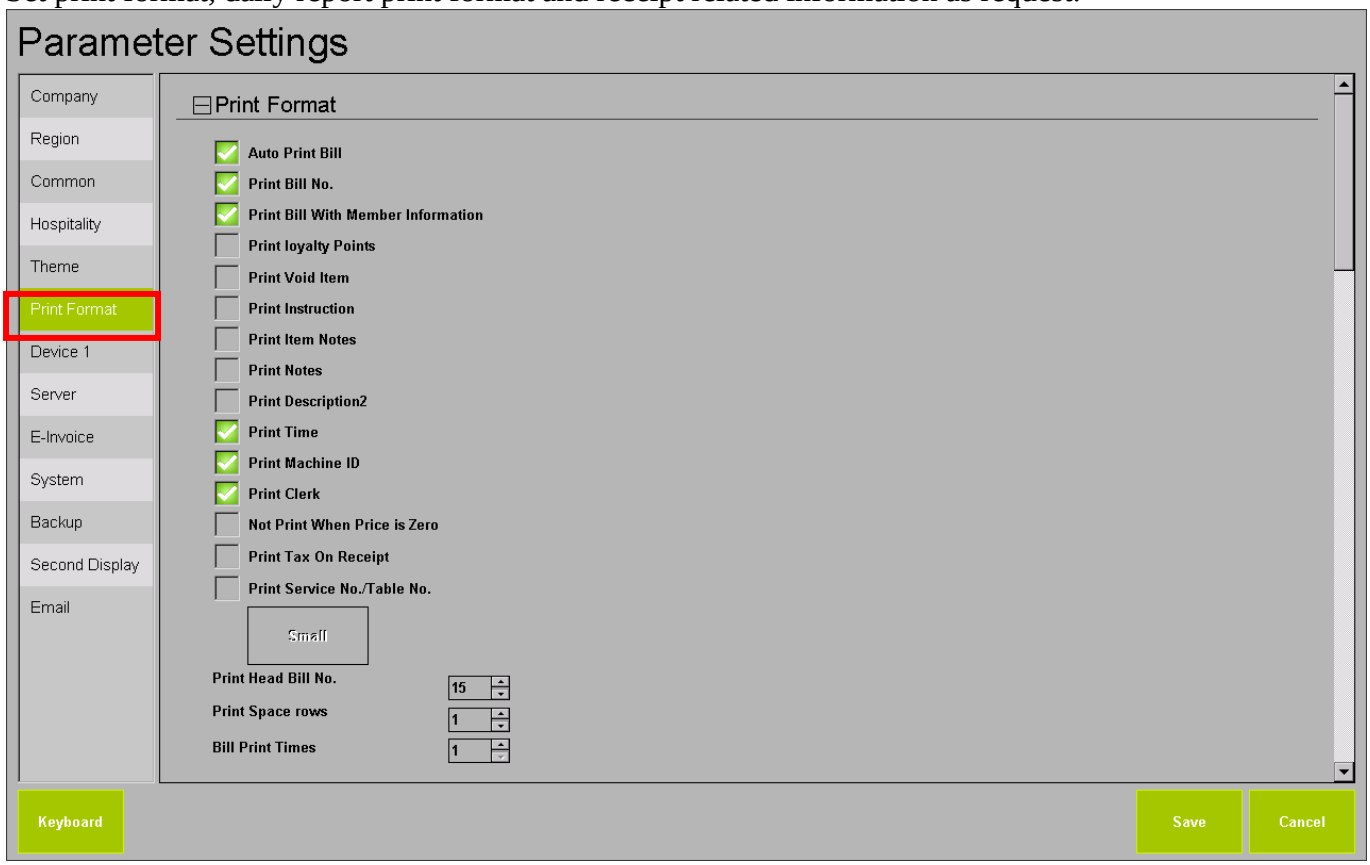
◆ Theme

Click “Theme” to set background, accent color and font.



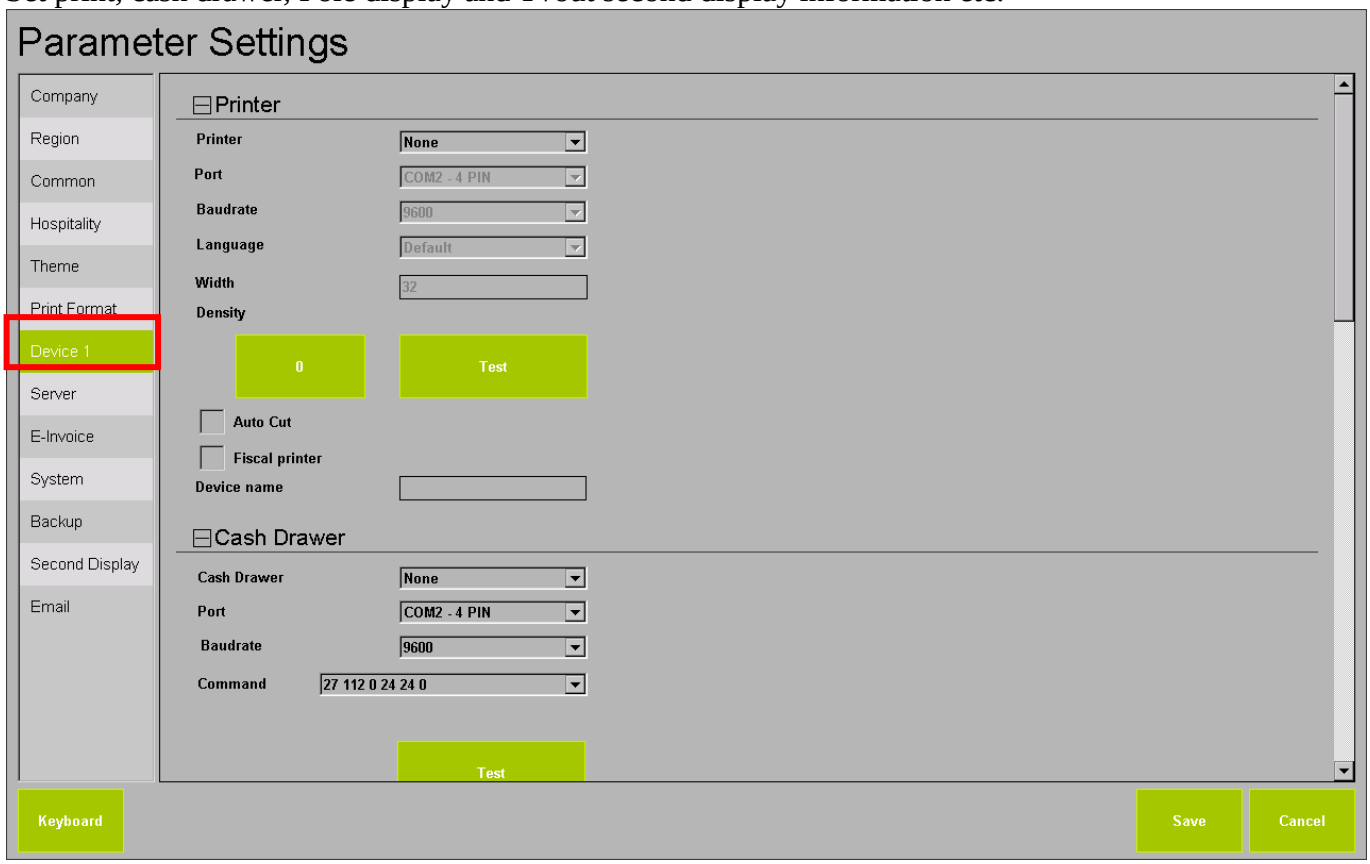
◆ Print Format

Set print format, daily report print format and receipt related information as request.

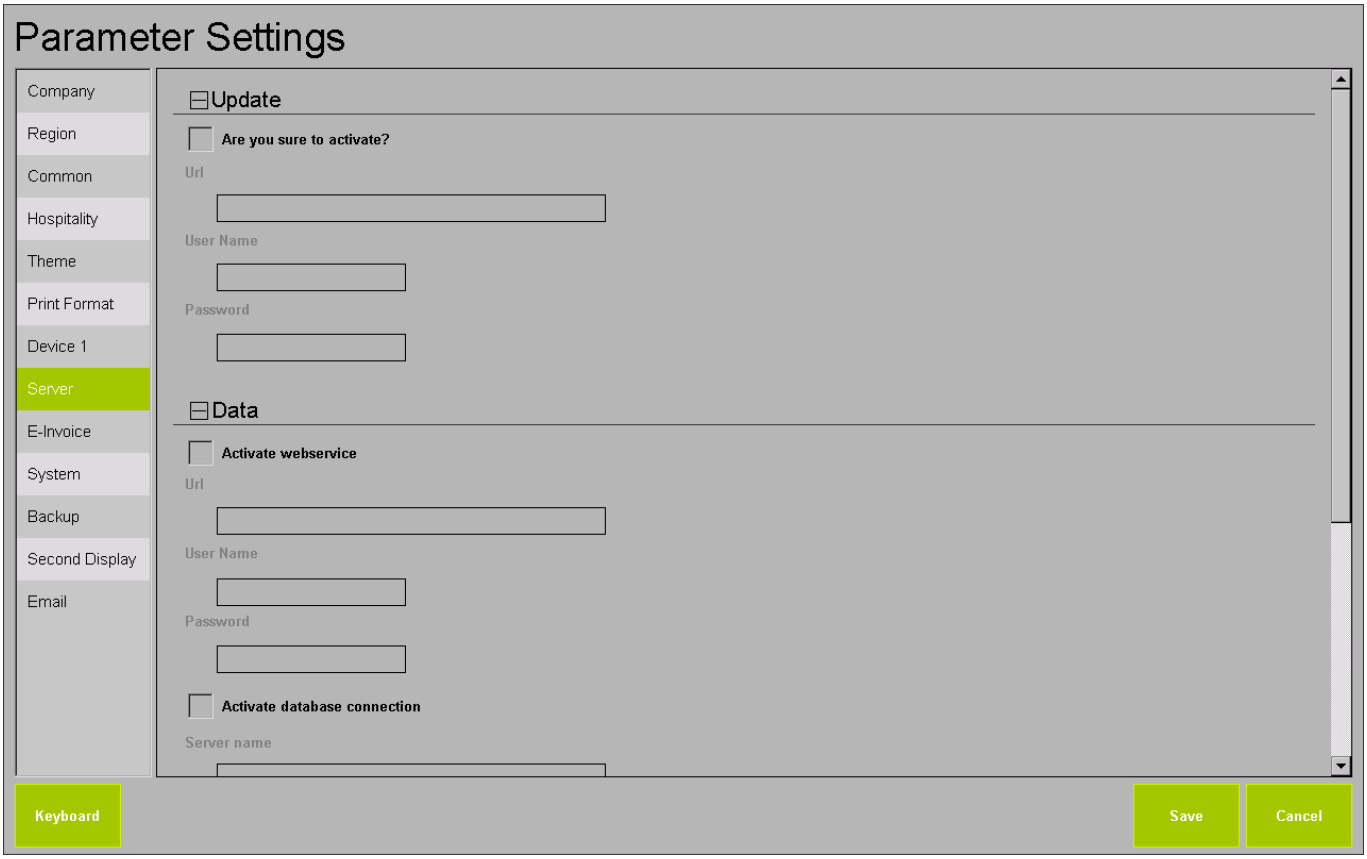


◆ Device 1

Set print, cash drawer, Pole display and Tvout second display information etc.

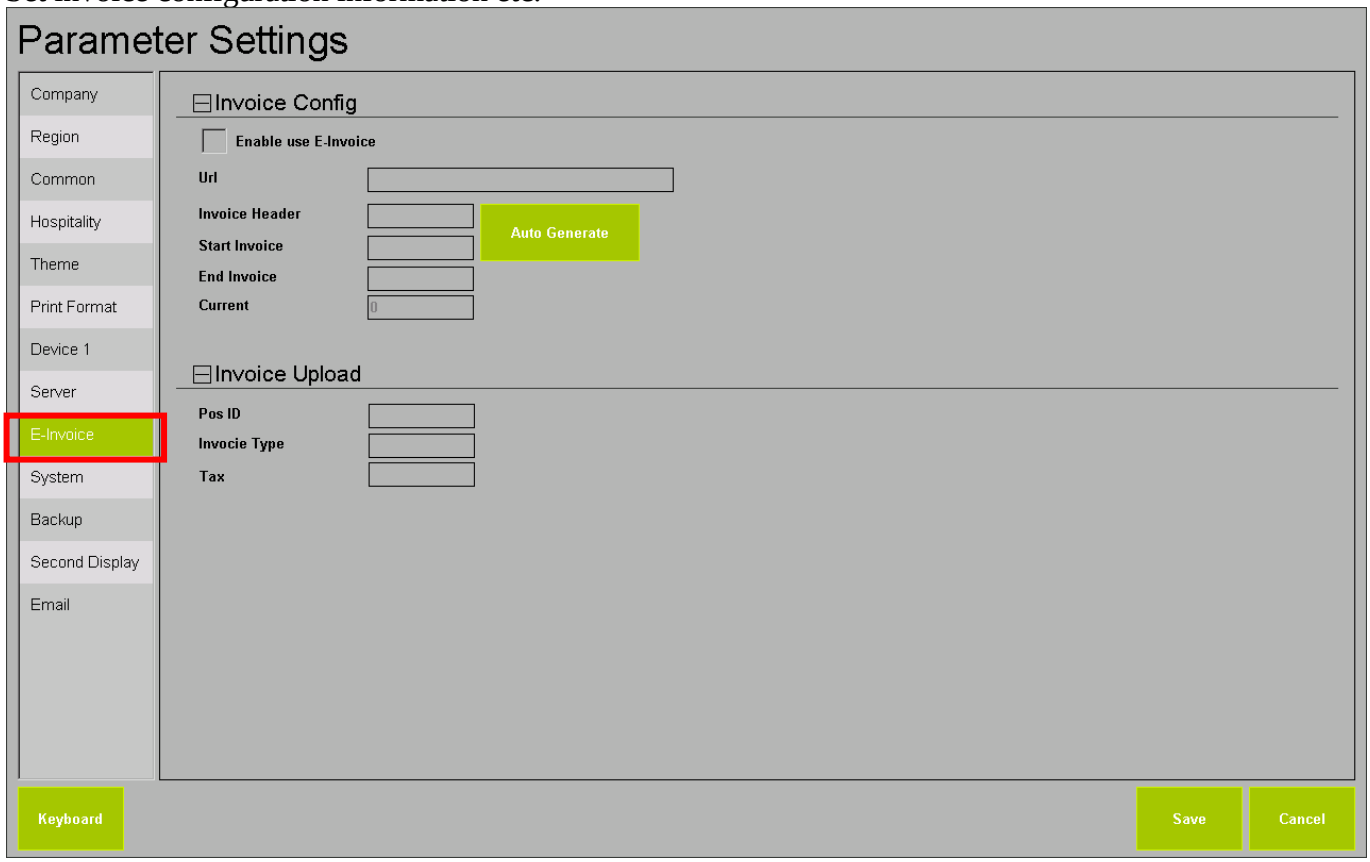


◆ Server



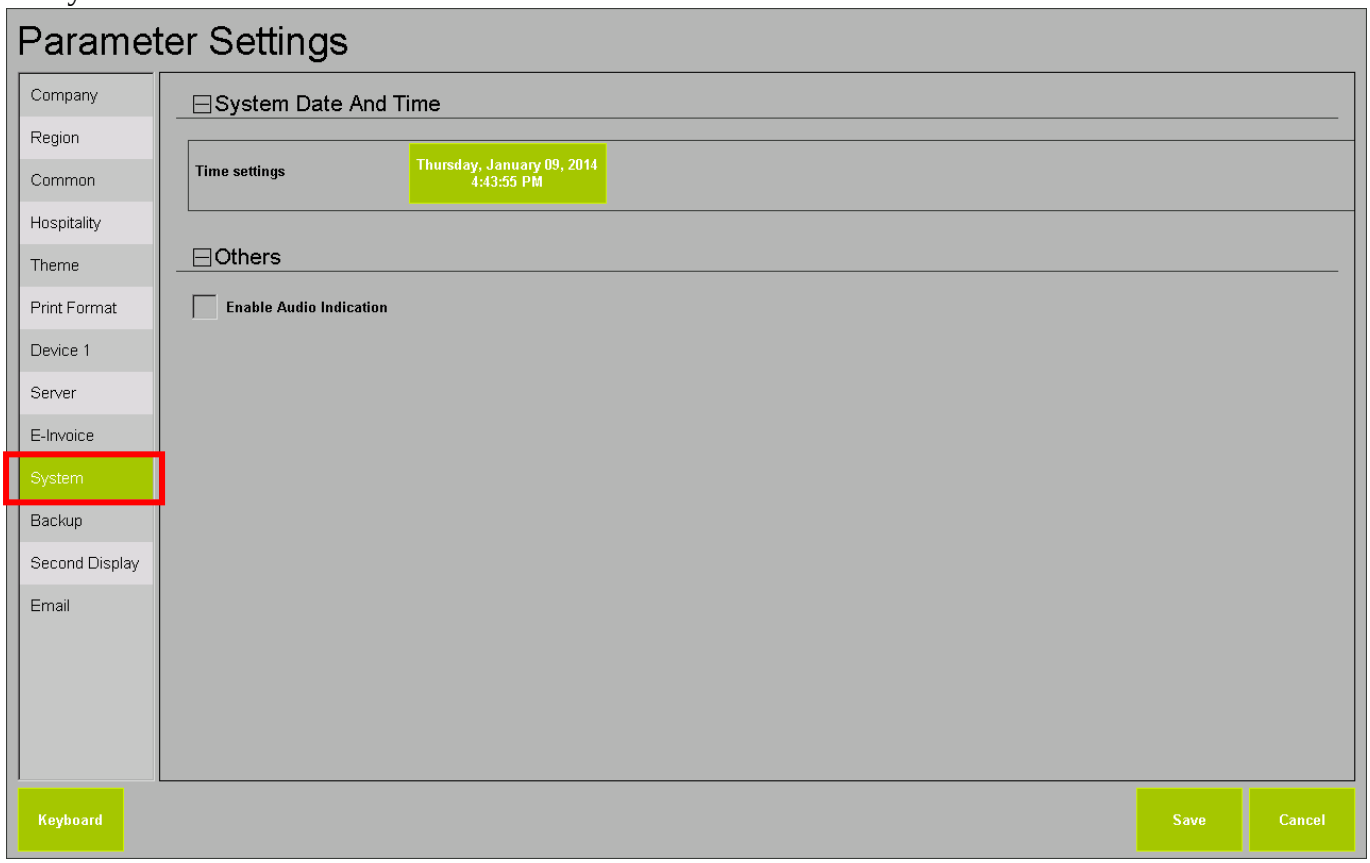
◆ E-Invoice

Set invoice configuration information etc.



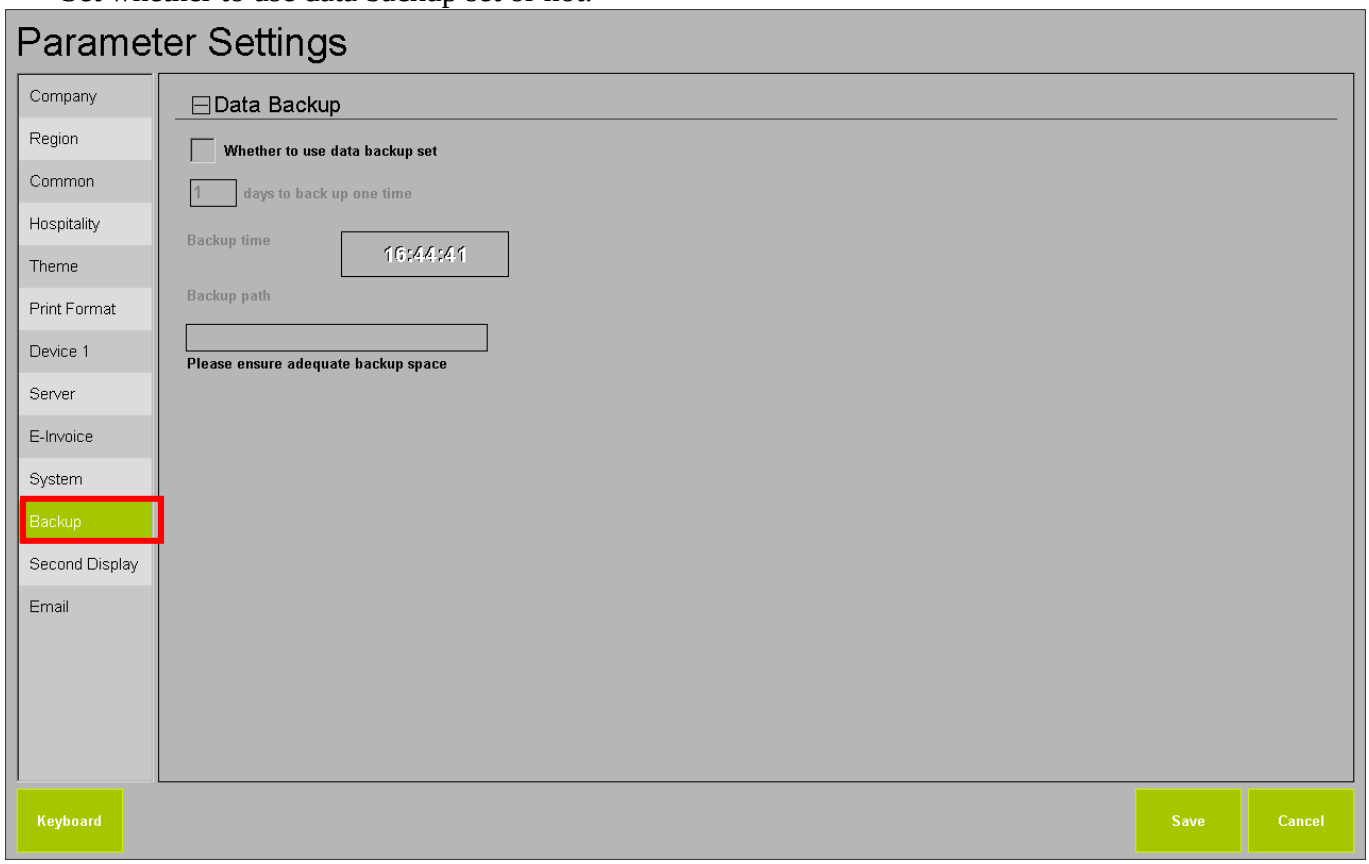
◆ System

Set system date and time.



◆ Backup

Set whether to use data backup set or not.



◆ Second Display